

## NYC Emergency Management – Training, Exercises and Evaluation/EOC

<b>Division/Unit:</b> Training, Exercises, and Evaluation/EOC	<b>Supervisor:</b> Robert Cohen
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Undergraduate or Graduate
<p><b>Background on Project:</b>            NYC Emergency Management’s Emergency Operations Center (EOC) Unit oversees the running of the EOC, as a central location for senior officials from City, State, and federal agencies, nonprofits, private sector, regional and utilities partners to work during emergencies in order to lessen the impacts of emergencies and handle recovery issues.            The EOC Unit seeks an intern to assist in developing all-hazard guides for Emergency Support Function (ESF) Coordinators. An ESF is a group of agencies and organizations responsible for coordinating response to specific effects of an emergency on a service or system (e.g., mass care and human services, public health and medical services, transportation systems, etc.). ESF guides are internal documents that will support ESF Coordinators during citywide emergencies as they identify common response needs, address complex interagency concerns, and share information on the activities of partner agency representatives in their ESF. ESF guides will be used in the EOC during emergencies and will be shared with new staff when they are training to become ESF Coordinators.</p>	
<p><b>Description of Project/Intern Responsibilities:</b>            The EOC Intern will use NYC Emergency Management’s existing plans, protocols, and after-action reports to develop position-specific ESF guides for ESF Coordinators to use during emergency activations. The EOC Intern will work closely with staff to ensure ESF guides are practical, user-friendly, and easily implementable. The EOC Intern may also be asked to assist with developing supporting documents and evaluation materials for NYC Emergency Management’s drills and exercises, in addition to other miscellaneous projects that support the EOC Unit.</p>	
<p><b>Requirements/Special Skills Needed:</b></p> <ul style="list-style-type: none"> <li>• Excellent project management skills</li> <li>• Excellent writing and communications skills</li> <li>• Excellent critical thinking and analytical skills</li> <li>• Ability to work well individually and in group settings</li> <li>• Interest in emergency management and public service</li> <li>• Basic understanding of government</li> </ul>	
<p><b>Intern Safety:</b>            Will the intern be required to leave NYCEM’s main building during his/her internship? No</p>	
<p><b>Interested Applicants:</b>            E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a>            Mail to: Human Resources            NYC Emergency Management            165 Cadman Plaza East            Brooklyn, NY 11201            For information on NYCEM go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>. To view additional NYCEM internships, go to <a href="http://www.nyc.gov/html/oem/html/about/job.shtml">http://www.nyc.gov/html/oem/html/about/job.shtml</a></p>	
<p><b>Only those applicants under consideration will be contacted.</b></p>	