

NYC Emergency Management – Training Intern

Division/Unit: Training & Exercises / Training	Supervisor: Rebecca May
Number of Interns Needed: 1, Project Based	Preferred Education Level: Bachelors / Masters
Background on Project: NYCEM Academy is the training unit of NYC’s Emergency Management (NYCEM). NYCEM Academy provides training for both NYCEM staff and staff from other city agencies that partner with NYCEM during emergencies.	
Description of Project/Intern Responsibilities: Trainings offered by NYCEM Academy can be either online or in-person, and can cover local (city-specific), regional, or federal material. NYCEM Academy uses an online Learning Management System (LMS) to host user accounts, online trainings, and the registration for in-person trainings. Trainings must be tracked for federal, state, local, or organizational requirements. All staff at NYCEM are required to participate in the training program. The intern will work closely with NYCEM’s online Learning Management System (LMS) database; pulling records, editing incorrect information, categorizing data, running reports, and/or using data from database reports to review trends and make recommendations. The intern will also assist with collecting and responding to applications for NYCEM’s Emergency Management Certificate Program. The intern may have additional responsibilities with the Training and Exercises Division, such as reviewing drafts of new training, testing usability of online courses, and editing training materials. The intern will have access to occasional training opportunities if s/he is interested.	
Requirements/Special Skills Needed: Applicant must be organized and detail oriented. Previous experience with Excel is necessary. Applicant should be comfortable with data entry and performing searches in a database. Experience with database reporting - is preferred. Experience with donor software, HR software, course tracking software or basic data analysis is advantageous. This is an <i>unpaid</i> internship. All interns are required to pass a background check.	
Intern Safety: Will the intern be required to leave NYCEM’s main building during his/her internship? No	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: Human Resources NYC Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201 For information on NYCEM go to www.nyc.gov/oem . To view additional NYCEM internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml	
Only those applicants under consideration will be contacted.	