

TRAINING MANAGEMENT INTERN / DATABASE MANAGEMENT INTERN

Division/Unit: Training, Exercises, and Evaluation Division Training Unit	Supervisor(s): Rebecca May
Number of Positions: 1-2	Preferred Education Level: Bachelors/Masters
Description of Unit: NYCEM Academy is the Training Unit of NYC Emergency Management (NYCEM). NYCEM Academy provides training for both internal staff and staff from other city agencies that partner with NYCEM during emergencies.	
Background on Project: Proper training is essential for a cohesive citywide emergency response. The Training Unit at NYCEM trains both internal staff and citywide agency partners. 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.	
Intern Responsibilities: The intern will work closely with NYCEM’s online Learning Management System (LMS) database; entering newly gathered class data, creating user accounts for city employees, running reports for leadership, and using data from database reports to make recommendations. The intern may also assist with 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 training opportunities if s/he is interested.	
Will the intern be required to leave OEM’s main building during his/her internship? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If “yes”, please provide details (how often will they be required to leave the building, what will be the nature of the work performed, what mode of transportation will be used, etc):	
If “yes”, intern will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at OEM and in the field.	

Requirements/Special Skills Needed: Applicant must be organized and detail oriented. Familiarity with Excel is necessary. Applicant should be familiar with data entry and performing searches in a database. Experience with any database software is advantageous, as is experience with compiling reports containing data.

The 2016 Summer Internship Program is 10-15 hours per week until August 30, 2016.

This is an *unpaid* internship.

For information on NYC Emergency Management go to www.nyc.gov/oem.

Interested Applicants:

E-mail resume and cover letter: jobs@oem.nyc.gov

Only those candidates under consideration will be contacted