

## Training Management Intern/Database Management Intern

<b>Division/Unit: Training, Exercises, and Evaluation</b>	<b>Supervisor: Rebecca May</b>
<b>Number of Interns Needed: 1-2</b>	<b>Preferred Education Level: Undergraduate/Graduate</b>
<p><b>Background on Project:</b> Proper training is essential for a cohesive citywide emergency response. The Training Unit at NYC EM trains both internal staff and citywide agency partners. Trainings offered by NYC EM Academy can be either online or in-person, and can cover local (city-specific), regional, or federal material. NYC EM Academy uses an online Learning Management System (LMS) to host user accounts, online trainings, and the registration for in-person trainings.</p>	
<p><b>Description of Project/Intern Responsibilities:</b></p> <p>The intern will work closely with NYC EM's online Learning Management System (LMS) database; entering newly gathered class data, creating user accounts for NYC employees, running reports for leadership, and/or using data from database reports to review trends and make recommendations.</p> <p>The intern may also assist with NYC EM's Emergency Management Certificate Program.</p> <p>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.</p> <p>The intern will have access to training opportunities if s/he is interested.</p>	
<p><b>Requirements/Special Skills Needed:</b> 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 compiling reports containing data is preferred. Experience with any LMS or database software is advantageous.</p>	
<p><b>The 2016 Summer Internship Program is 10-15 hours per week until August 30, 2016.</b></p> <p>This is an <i>unpaid</i> internship. All interns are required to pass a background check.</p> <p>For information on NYC Emergency Management go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>. To view additional internship opportunities, 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>	

**Intern Safety:**

Will the intern be required to leave NYC EM's main building during his/her internship?

Yes  No

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 NYC EM and in the field.

**Interested Applicants:**

E-mail resume and cover letter to: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Mail to: HR Coordinator

NYC Emergency Management

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Brooklyn, NY 11201