

Urban Search & Rescue Internship

Division/Unit: Urban Search & Rescue	Supervisor: Gennusa
Number of Interns Needed: 2	Preferred Education Level: Baccalaureate degree from an accredited college or two year Professional Trade/ Vocational
Background on Project: <ul style="list-style-type: none"> Assist in preparing NY TF 1 for an upcoming national full scale exercise – MoBex Assist in updating teams Mobilization manual 	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none"> Work collaboratively with US&R Task Force logistic Managers as well as Emergency Support Center staff Coordinate and support tracking of equipment and its maintenance Arrange work space to ensure safety and security of personnel and equipment Support US&R Task Force during team field response drills and team emergency activations Prepare reports and other documentation required for , including but not limited to fleet reports and inventory control Attend meetings, conferences and workshops, as applicable Perform inspections of various equipment motorized and non Special projects and tasks as need to insure team readiness 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> Strong interpersonal skills Ability to adapt to changing work demands and tasks Understanding of Rescue Con Ops Ability to work independently 	
Intern Safety: Will the intern be required to leave NYCEM’s main building during his/her internship? Yes <input type="checkbox"/> No <input 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 NYCEM and in the field.	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	

