

# John D. Solomon Fellowship

## Background on Fellowship and Placement:

The John D. Solomon Fellowship for Public Service is the first student fellowship in New York City devoted specifically to emergency management. The program provides 10 graduate students in the New York City area with the opportunity to complete a nine-month, paid fellowship in an agency of New York City government or a nonprofit organization. Sponsored by NYCEM, the program was established by the family and friends of the late John D. Solomon, an accomplished journalist on homeland security and a devoted public servant.

An opportunity is available for one of the ten program placements. The available placement is with New York City Department for the Aging (DFTA) Bureau of Emergency Preparedness (BEP). The Bureau is responsible for maintaining, reviewing, and updating the emergency preparedness plans for 400 senior programs in New York City. In addition, the Bureau maintains the Agency's Continuity of Operations Plan (COOP), Emergency Response Plan, and the Agency's Coastal Storm Plan. The Bureau coordinates responses to cooling center activations, responds and coordinates response to incidents in the Senior Community, as well as the Agency at large. The Bureau represents DFTA, in coordination with NYCEM, to respond to local and citywide emergencies, involving Seniors. The assigned Fellow will assist and support BEP in all of its responsibilities.

The Fellow will work at DFTA for 15-20 hours per week from January 2017 through May 2018 and participate in fellowship extracurricular activities (1-2 per month). The Fellow will also receive a \$2,000 stipend at the end of the Spring 2018 semester, contingent upon successful completion of the program.

## Description of Projects/Fellow Responsibilities:

- Review emergency plans submitted by community partners.
- Develop resources for community partners to use during emergencies, including checklists.
- Develop spreadsheets to track information on cooling centers, emergency plans and other projects.
- Attend events, meetings, and professional development opportunities with other Fellows.

## Requirements/Special Skills Needed:

- Must be enrolled in a graduate degree program through May 2018
- Excellent project management skills
- Excellent writing and interpersonal communication skills
- Ability to work independently and in group settings
- Familiarity with concepts of emergency management and disaster response
- Interest in emergency services for seniors and public service

## To Learn More:

Please visit the Solomon Fellowship website at [www.nyc.gov/johndsolomonfellowship](http://www.nyc.gov/johndsolomonfellowship) to learn more about the program.

## Interested Applicants:

Please e-mail a resume to [jdsfellowship@oem.nyc.gov](mailto:jdsfellowship@oem.nyc.gov) AND complete the application survey: <https://www.research.net/r/NDMS2VP>