

EOC Planning Intern

Division/Unit: Training, Exercises, and Evaluation – EOC Unit	Supervisor(s): Katie Murphy
Number of Positions: 1	Preferred Education Level: Graduate Preferred
Description of Unit: The City's EOC is activated during large-scale emergencies or special events and is a central location for senior officials from City, State, and federal agencies, as well as other entities, to coordinate response efforts, centralize decision making, gather and disseminate information, and allocate and deploy resources.	
Intern Responsibilities: The EOC intern will help prepare the EOC for future activations through the following activities: <ul style="list-style-type: none">• Develop, update, and implement EOC support documentation• Conduct research on best practices related to emergency management coordination and exercises• Support the development of internal and interagency exercises and drills• Provide general support to the agency's training and exercise projects• Additional responsibilities as required	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Interest in emergency preparedness• Superior skills in data and information management• Strong writing and verbal communication skills• Strong attention to detail and organization• Candidates will be asked to submit a brief writing sample <p>This is an unpaid internship. All interns are required to pass a background check.</p> <p>For information on NYC OEM go to www.nyc.gov/oem. To view additional OEM internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov	
Only those candidates under consideration will be contacted.	