

Health & Medical Intern- Spring 2015

Division/Unit: Planning & Preparedness Health and Medical	Supervisor: Mordy Goldfeder
Number of Interns Needed: 1	Preferred Education Level: Graduate
Background on Project: NYCEM seeks an intern to assist the Health and Medical Unit with document revision and development. The main focus of this will be on documents related to coastal storms and with updating the Health and Medical Emergency Operations Center Shelf-Kit. The intern will assist as needed on other projects with the Health and Medical Unit.	
About Health and Medical: Health and Medical is one of the four units with the Planning and Preparedness Division at NYCEM, which supports the overall agency mission by coordinating with other agencies to plan the City's response to emergency incidents. The mission of the Health and Medical Unit is to support the resiliency of New York City's medical infrastructure through emergency event response planning, information sharing, and partnership building. Health and Medical works closely with NYC Department of Health and Mental Hygiene, along with several other City and State agencies, and local non-profit organizations. During emergencies, these partners support the City's public health and medical-related activities in the Emergency Operations Center.	
Description of Project/Intern Responsibilities: The intern will work with members of the Health and Medical Unit on a complete revision of the Health and Medical Shelf Kit. This will include synthesizing all relevant plans into clear lists of objectives for agency representatives, health and medical coordinators for emergency operations, and coordinators from other operations. The intern will also be responsible for coordinating with the GIS unit to update citywide maps of healthcare facilities. Additionally, the intern will be expected to work on other projects to support the Health and Medical Unit.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Strong attention to detail and organization• Strong writing skills• Proficient in MS Word, Excel and Outlook• Able to work well independently• Strong level of professionalism	
This is an <u>unpaid</u> internship and the intern will be expected to work 10-20 hours per week for at least one semester.	
Intern Safety: The intern will be required to leave NYCEM's main building during his/her internship for periodic meetings via public transit or NYCEM vehicle with NYCEM driver.	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	