

# NYC Emergency Management - Logistics Intern

<p><b>Division/Unit:</b> Logistics/Humanitarian Logistics</p>	<p><b>Supervisor:</b> Tony Maldonado, Director</p>
<p><b>Number of Interns Needed:</b> 1, Project Based</p>	<p><b>Preferred Education Level:</b> Graduate Student/Undergraduate Senior concentrating in one of the following: Emergency Management, Logistics, Political Science, Public Policy, and Urban Planning.</p>
<p><b>Description of Unit:</b> NYC Emergency Management plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. To accomplish this mission, the agency maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff.</p> <p>Interns play an important role in supporting NYC Emergency Management staff by assisting in an array of complex and challenging tasks associated with the development and management of emergency plans. The Humanitarian Logistics Unit is at the forefront of developing strategic plans and programs aimed at supporting the operations of emergency responders in the field and managing critical assets used during emergency response.</p>	
<p><b>Background on Project:</b> The NYCEM Humanitarian Logistics Unit leads the disaster logistics planning, preparedness, and response efforts focused on humanitarian concerns for NYC OEM. In coordination with City, State, and Federal agencies, the NYCEM Humanitarian Logistics Unit is currently spearheading the following all-hazards logistics projects:</p> <ul style="list-style-type: none"> <li>• The Logistics Shelter Support Program (LSSP) - The LSSP provides supplies and sheltering for adults, people with special medical needs, children, infants and companion animals in the event of an emergency.</li> <li>• The Commodity Distribution Point (CDP) Program - A scalable distribution operation for life-sustaining or non-life sustaining commodities that can be activated in response to disruptions in traditional supply chains.</li> <li>• Post Emergency Canvassing Operations (PECO) - a scalable operation that will conduct door-to-door surveys to assess the need for evacuation and/or critical health services (such as medication), and surveying needs regarding City, State, and Federal recovery programs.</li> </ul>	
<p><b>Intern Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Support the management of the LSSP, CDP and PECO programs, to include such task as support with strategic planning, research, plan management, and GIS mapping.</li> <li>• Research and analytic support for emergency supply stockpile rotation, resource tracking, resource ordering and procurement, disposition of expired products and other projects as needed.</li> <li>• Work with the NYCEM's Third Party Logistics Provider to confirm the receipt of product, the building of pallets and the disposition of products.</li> <li>• Assist with the planning of critical support equipment/commodities, such as, shelter start-up kits, medical supplies and stockpiled food and water.</li> <li>• Assist with site selection surveys to determine adequacy of sites within the city to support emergency distribution operations.</li> <li>• Assist the unit with financial planning and contract monitoring.</li> <li>• Work with the Disabilities, Access and Functional Needs (DAFN) committee to compile and vet DAFN shelter supplies.</li> </ul> <p>The NYC Emergency Management Logistics Planning Intern will have the opportunity to play a contributing role in the development of operation plans designed for large-scale emergencies, and to</p>	

work in one of the country's most advanced emergency management offices.

**Requirements/Special Skills Needed:**

- Excellent oral communications and written skills
- Strong attention to detail and organization
- Good quantitative and data analysis skills
- Good working knowledge of Microsoft Excel and PowerPoint
- Interest in working with various levels of agency representatives
- Interest in logistics, communications, and interoperability issues

This is an **unpaid** internship.

All interns are required to pass a background check.

For information on NYCEM go to [www.nyc.gov/oem](http://www.nyc.gov/oem). To view additional NYCEM internships, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>

**Interested Applicants:**

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

**Due to the number of resumes received, only those candidates under consideration will be contacted.**