

Hazard Mitigation Intern

Division/Unit: Planning and Preparedness/Hazard Mitigation	Supervisor: Melissa Umberger
Number of Interns Needed: 1	Preferred Education Level: Graduate
<p>Description of Unit: The Hazard Mitigation Unit is responsible for coordinating long term resiliency projects for the City. Part of this includes analyzing historic occurrences of natural and non-natural hazards to promote a better understanding of risk in New York City. In addition, this unit develops recovery protocols and tools, incorporates mitigation in emergency planning, and facilitates agency participation in Mayoral initiatives regarding resiliency.</p>	
<p>Background on Project: The Mitigation Actions Database project is twofold: one is to create a central database for resiliency projects in the City and the second goal is to create a digital map identifying the locations of these projects. This database originated as part of the Hazard Mitigation Plan (HMP) that assesses the hazards that pose a threat to the city and strategies that are either currently being pursued or have to potential to be implemented. All jurisdictions must have an approved HMP to be eligible for hazard mitigation funding from FEMA.</p> <p>FEMA requires annual updates to the plan specifically on the mitigation actions. However, since Hurricane Sandy there have been multiple city-wide efforts to track and implement resiliency projects. This project will identify the overlaps and gaps between the mitigation actions in the HMP and other city-wide resiliency efforts in order to create one central database for all recovery and resiliency projects occurring in the city. These projects will then be updated on a regular basis.</p>	
<p>Intern Responsibilities: Building upon the HMP, the intern will assist in the database management of mitigation projects by agencies. This includes the following:</p> <ul style="list-style-type: none"> • Data entry of these projects into a central City database • Identifying the overlaps and gaps between the mitigation actions and citywide resiliency efforts • Meeting with City agencies to clarify these gaps, to obtain more information regarding location of facilities undergoing resiliency upgrades, and to gather overall project updates • Developing meeting agendas, taking meeting notes, and creating presentations 	
<p>Requirements/Special Skills Needed:</p> <ul style="list-style-type: none"> • Background in urban planning, environmental or coastal planning, geography, or related discipline • Knowledge of climate science, public health, or emergency management a plus • Strong Microsoft Office skills, particularly Excel and Word • Strong data management skills (Experience with GIS and data visualization a plus) • Familiarity with the 2014 NYC Draft HMP • Familiarity with New York State DHSES and FEMA Hazard Mitigation Plan requirements • Strong analytical and quantitative skills • Ability to work well independently and in teams • Strong level of professionalism • Strong attention to detail and organization • Creativity <p>This is an unpaid internship. All interns are required to pass a background check.</p> <p>For information on NYCEM go to www.nyc.gov/oem. To view additional NYCEM internships, go to http://www.nyc.gov/html/oem/html/about/job.shtml</p>	

Interested Applicants:

Please e-mail resume and cover letter to: jobs@oem.nyc.gov

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