

NYC Emergency Management - Logistics Planning Internship

<p>Division/Unit: Logistics/Supply Chain</p>	<p>Supervisor: Sandra Rothbard, Director Benjamin Strong, Ground Support Program Manager</p>
<p>Number of Interns Needed: 1, Project Based</p>	<p>Preferred Education Level: Graduate Student/Undergraduate Senior concentrating in one of the following: Emergency Management, Logistics, Political Science, Public Policy, and Urban Planning.</p>
<p>Description of Unit: 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 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>Background on Project:</p> <ul style="list-style-type: none"> • Support the management of the citywide emergency fuel program, to include such tasks as support with strategic planning, research, editing, and GIS mapping. • Assistance with the planning of critical ground support equipment, such as generators, dewatering pumps, and light towers. • Assist the Ground Support Program Manager with the advancement of the citywide emergency credentialing program and plan. • Support for NYCTracker, a global positioning system and inventory management program designed for daily and emergency physical resource tracking. • Support the planning of supply chain disruption plans and protocols. • Other tasks related to logistics as assigned. <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 work in one of the country's most advanced emergency management offices.</p>	
<p>Requirements/Special Skills Needed:</p> <ul style="list-style-type: none"> • 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 <p>This is an unpaid internship. All interns are required to pass a background check.</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>

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.