

CERT Program Intern

Division/Unit: External Affairs/ CERT	Supervisor: CERT Program Manager
Number of Interns Needed: 1	Preferred Education Level: Some college/college graduate
Background on Project: <p>The NYC Emergency Management Community Emergency Response Team (CERT) Program is seeking an intern to assist with the organization, development, and support of programming provided to team-based community volunteers dedicated to emergency preparedness and response. The CERT intern would also provide direct support to NYC Emergency Management CERT Program Staff.</p> <p>The CERT intern position is likely to appeal to those with experience or an interest in radio communication, disaster preparedness, emergency management, and/or community organizing.</p>	
Background on Program: <p>NYC CERTs are groups of neighborhood and community-based volunteers that undergo an intensive, 10-week training program in disaster preparedness and basic response skills. Topics include fire safety, search and rescue, and disaster medical operations. After completing training, teams support their local communities by assisting the various City agencies that prepare for and respond to disasters. During non-emergency situations, NYC CERTs educate their communities on emergency preparedness. More information can be found on www.nyc.gov/cert.</p>	
Description of Project/Intern Responsibilities: <p>The intern will focus on assisting with the implementation of CERT radio training program. Other responsibilities will include:</p> <ul style="list-style-type: none"> • Preparing for trainings and events • Ensuring that volunteers' trainings are properly credited • Gathering news and information from teams for the CERT newsletter • Updating the CERT training curriculum • Creating and implementing strategies to grow and build program sustainability • Interacting with CERT trainees and leadership via email and phone. 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Experience with radio communication • Self-confidence, initiative, and excellent community and public relations skills • Superior written and verbal communication skills • Proficiency using Microsoft Office Programs: Word, Excel, Power Point and Outlook; experience with Prezi is a plus • Professionally represent the CERT program, delivering presentations and facilitating meetings • Knowledge of and commitment to community volunteer groups • Ability to prioritize and manage several projects simultaneously • Ability to work well independently • Availability to work non-traditional hours, including occasional nights and weekends • Proficiency in other languages is a plus <p>Based on the intern's interest and schedule, s/he may attend CERT team meetings, trainings, planned events, exercises, and/or simulations off-site. Transportation would be either by NYC Emergency Management pool vehicle or public transportation.</p>	
Interested Applicants: <p>E-mail resume and cover letter to: jobs@oem.nyc.gov.</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> <p style="text-align: center;">Only those candidates under consideration will be contacted.</p>	

Please Note: This is an unpaid spring internship. You must be able to work 15-20 hours a week for one semester. All interns are required to pass a background check.