

# EOC Planning Intern

<b>Division/Unit:</b> Training and Exercises – EOC Administration Planning and Preparedness – Plan Management	<b>Supervisor:</b> Katie Murphy Laura Black
<b>Number of Interns Needed:</b> 1	<b>Preferred Education Level:</b> Graduate student preferred
<b>Background on Project:</b>  <p>The City's EOC is activated during large-scale emergencies or special events and is a central location for senior officials from City, State, and federal agencies, as well as other entities, to coordinate response efforts, centralize decision making, gather and disseminate information, and allocate and deploy resources.</p> <p>OEM's Planning and Preparedness Division develops contingency plans and protocols that guide New York City's response to natural and man-made emergencies, from extreme weather to power outages.</p> <p>OEM's Emergency Operations Center (EOC) Unit ensures the readiness of the NYC EOC, including the coordination of agency's on-call team program.</p> <p>The EOC Planning intern will work on several cross-divisional projects aimed to better mobilize and support implementation of plans in the EOC, as described below.</p>	
<b>Description of Project/Intern Responsibilities:</b> <p>The EOC intern will help prepare the EOC for future activations through the following activities:</p> <ul style="list-style-type: none"> <li>• Develop one page summaries of plans and protocols for internal and external stakeholders</li> <li>• Support the development and implementation of tools and dashboards related to situational awareness, data, and information during an emergency</li> <li>• Support hard copy and electronic version control of documents</li> <li>• Additional responsibilities as required</li> </ul>	
<b>Requirements/Special Skills Needed:</b> <ul style="list-style-type: none"> <li>• Interest in emergency preparedness</li> <li>• Strong writing and verbal communication skills</li> <li>• Strong attention to detail and organization</li> <li>• Superior skills in data and information management</li> <li>• Candidates will be asked to submit a brief writing sample</li> </ul>	
<b>Interested Applicants:</b> <p>E-mail resume and cover letter to: <a href="mailto:jobs@oem.nyc.gov">jobs@oem.nyc.gov</a></p> <p>For information on NYC OEM, go to <a href="http://www.nyc.gov/oem">www.nyc.gov/oem</a>. To view additional OEM internships, go to <a href="http://www.nyc.gov/html/oem/html/about/job.shtml">http://www.nyc.gov/html/oem/html/about/job.shtml</a></p> <p style="text-align: center;"><b>Only those candidates under consideration will be contacted.</b></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.