

Compliance Training Management Intern

Division/Unit: Training, Exercises, and Evaluation	Supervisor: Sarah Geydarov
Number of Interns Needed: 1	Preferred Education Level: Undergraduate/Graduate
<p>Background on Project: Proper training is essential for a cohesive citywide emergency response. The Training Unit at NYCEM trains both internal staff and citywide agency partners. Trainings offered by NYCEM Academy can be either online or in-person, and can cover local (city-specific), regional, or federal material. In addition, the NYCEM Academy is responsible for managing all compliance training for the agency.</p>	
<p>Description of Project/Intern Responsibilities:</p> <p>The intern will work closely with NYCEM’s compliance training program, including: tracking and reporting of compliance class attendance, drafting training announcements targeted to those who are out of compliance, developing/implementing method to combine tracking spreadsheet with learning management system.</p> <p>The intern may have additional responsibilities with the Training and Exercises Division, such as reviewing drafts of new training, providing feedback on training materials and curriculum, testing usability of online courses, and editing training materials.</p> <p>The intern will have access to training opportunities if s/he is interested.</p> <p>Will the intern be required to leave OEM’s main building during his/her internship? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If “yes”, please provide details (how often will they be required to leave the building, what will be the nature of the work performed, what mode of transportation will be used, etc)</p> <p>If “yes”, intern will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at OEM and in the field.</p>	
<p>Requirements/Special Skills Needed: Applicant must be organized and detail oriented. Previous experience with Excel is necessary. Applicant should be comfortable with data entry and performing searches in a database. Experience with compiling reports containing data is preferred. Experience with any LMS or database software is advantageous. Strong proofreading and editing skills are preferred.</p> <p>The 2016 Summer Internship Program is 10-15 hours per week until August 30, 2016.</p> <p>This is an <i>unpaid</i> internship. All interns are required to pass a background check.</p>	

For information on NYC Emergency Management go to www.nyc.gov/oem. To view additional internship opportunities, go to <http://www.nyc.gov/html/oem/html/about/job.shtml>

Interested Applicants:

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

Mail to: HR Coordinator

NYC Emergency Management

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