Emergency Operations Center (EOC) Intern

Division/Unit: Training, Exercises, and Evaluation/EOC	**Supervisor:** Robert Cohen
Number of Interns Needed: 1	**Preferred Education Level:** Undergraduate or Graduate

Background on Project:

NYC Emergency Management's Emergency Operations Center (EOC) Unit oversees the running of the EOC, as a central location for senior officials from City, State, and federal agencies, nonprofits, private sector, regional and utilities partners to work during emergencies in order to lessen the impacts of emergencies and handle recovery issues. The EOC Unit seeks an intern to assist in several projects that support NYC Emergency Management's capacity to coordinate response to large emergencies and learn from responses of prior incidents.

Description of Project/Intern Responsibilities:

The EOC Intern will use NYC Emergency Management's existing plans, protocols, and after-action reports to develop and update Emergency Support Function (ESF) Guides for ESF Coordinators to use during emergency activations. An ESF is a group of agencies and organizations responsible for coordinating response to specific effects of an emergency on a service or system (e.g., mass care and human services, public health and medical services, transportation systems, etc.). The EOC Intern will also be asked to assist with creating and updating information for interagency task forces, identifying best practices for documenting feedback from debriefs with emergency responders, and developing evaluation materials for NYC Emergency Management's drills and exercises, in addition to other projects that support the EOC Unit.

Requirements/Special Skills Needed:

- Excellent project management skills
- Excellent writing and interpersonal communications skills
- Excellent critical thinking and analytical skills
- Ability to work well individually and in group settings
- Interest in emergency management and public service
- Basic understanding of government

Intern Safety:

Will the intern be required to leave NYCEM's main building during his/her internship? Yes ☐ No ✓

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):

If "yes", intern will be required to sign an acknowledgement after the interview stating that they are aware of their responsibilities both at NYCEM and in the field.

Interested Applicants:

E-mail resume and cover letter to: jobs@oem.nyc.gov
Mail to: HR Coordinator
NYC Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201