

NYC Emergency Management – Human Services Disability and Access & Functional Needs Intern

Division/Unit: Human Services	Supervisor: Eli Fresquez
Number of Interns Needed: 2	Preferred Education Level: Undergraduate/Graduate Degree (Could be pursuing)
<p>Description of Projects/Intern Responsibilities:</p> <p>General planning support: The Human Services Unit develops and maintains all Human Services related plans as well as other planning materials. The intern will:</p> <ul style="list-style-type: none"> • Actively participate in planning sessions and meetings • Draft emergency procedures with graphics and flowcharts • Track the completion of action items following meetings • Provide administrative and planning support during emergency operations • Conduct research on issues affecting people with disabilities and others with access and functional needs in emergencies <p>Access and Functional Needs Partnership Development: The Human Services Unit works with the communities that may need extra assistance in emergencies to ensure they are prepared should a disaster strike. The intern will:</p> <ul style="list-style-type: none"> • Facilitate inter-agency and organization communications • Assist in the execution of disaster plans as needed • Assist with the analysis of potential nonprofit partners’ capabilities, services and interests • Provide assistance on the development of the NYC Advance Warning System plan and website. • Help develop and assist NYCEM’s Access and Functional Needs Working Group and Sandy Recovery Special Needs Task Force. <p>Project Management: The Human Services Unit continually works on several projects simultaneously to build and maintain our capacity to implement our plans. The intern will:</p> <ul style="list-style-type: none"> • Plan project strategy • Guide and track production of deliverables • Oversee project components and completion of project • Assist and support other team members as needed. • Interns may also volunteer for or suggest additional Human Services projects. 	
<p>Requirements/Special Skills Needed:</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Ability to work with a variety of personality types • Highly computer literate and proficient with MS Office Applications • Ability to work well independently and in a group • High level of professionalism and organizational skills • Knowledge of the Americans with Disabilities Act (preferred) 	

Preference will be given to candidates with prior experience working with people with disabilities and others with access and functional needs, as well as demonstrated leadership abilities.

Intern Safety:

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

Interested Applicants:

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

Mail to: Human Resources

NYC Emergency Management

165 Cadman Plaza East

Brooklyn, NY 11201

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>

Only those applicants under consideration will be contacted.