

Spring Intern

Division/Unit: External Affairs/Ready New York	Supervisor: Kevin Leung
Number of Interns Needed: 1	Preferred Education Level: Bachelor degree
Background on Project: Ready New York is NYC Emergency Management's public education campaign. The program conducts hundreds of emergency preparedness events throughout the city, focusing on older adults, children, people with disabilities, and immigrants. We are seeking an intern to assist the Ready NY program with outreach to immigrant communities and data management.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none"> • Assist Ready New York Outreach Coordinator with development, scheduling, and logistics of preparedness events for immigrant communities and English language learners. • Provide emergency preparedness presentations to the public. • Assist with the management of the Ready New York database. • Attend and assist with Ready New York meetings. 	
Requirements/Special Skills Needed: <ul style="list-style-type: none"> • Experience in outreach and familiarity with New York City • Good public speaking skills • Proficient in Microsoft Office Suite • A fluency in a language other than English is highly preferred 	
Intern Safety: Will the intern be required to leave NYCEM's main building during his/her internship? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 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): The Intern will have to leave the office during his/her internship to conduct Ready New York workshops. How often will vary week to week, but should be expected to leave the building at least once a week. 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: Human Resources NYC Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201 Reasonable accommodations will be provided for persons with a disability	

