



Operations Data Analysis Intern

Division/Unit: Operations	Supervisor: Kevin Clark
Number of Interns Needed: 1	Preferred Education Level: Current college student, graduate or advance degree
Background on Project: NYC Emergency Management Operations Division deploys Citywide Interagency Coordinators to emergency incidents, provides personnel for community outreach & preparedness awareness throughout the City. The analysis of historic data (incident deployments by type, incident location, and staffing levels to name a few), together with mapping, can help demonstrate patterns that can help maintain effective deployment, improve efficiency and point to areas of emergency response that may need planning support.	
Description of Project/Intern Responsibilities: <ul style="list-style-type: none">• Support situational awareness, community and stakeholder outreach goals and objectives of the Division• As directed by intern supervisor; work with open source, public, government information sources regarding emergency incident deployments to determine patterns• In conjunction with intern supervisor and other staff; meet with public, private or government partners regarding analytical products or information sources• Use standard Microsoft software products (Outlook, Word, PowerPoint, Excel) to support analysis• Develop a project work plan with supervisor; document meetings, discussions and progress• Complete an analytical paper and presentation covering specific research and findings during the term of the internship. <p>Some meetings related to the intern responsibilities may occur outside of New York City Emergency Management Headquarters, at other partner or agency headquarters, or offices within the City of New York.</p> <p>This position WILL NOT require field deployment or response responsibilities.</p>	
Requirements/Special Skills Needed: Successful candidates will be in their third or fourth year of undergraduate study, or pursuing advance degrees in emergency management, public health & safety, finance, planning, government policy, or GIS. General qualifications and requirements: <ul style="list-style-type: none">• Excellent writing / communications skills and facility with MS Office programs• Demonstrated result production and/or experience in problem solving, interagency coordination, emergency management, and/or public safety issues• Combinations of any of the above would be considered especially for those who can demonstrate interest and willingness to learn in a dynamic environment <p>This is an <i>unpaid</i> internship. All interns are required to pass a background check.</p> <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</p>	
Interested Applicants: E-mail resume and cover letter to: jobs@oem.nyc.gov Only those candidates under consideration will be contacted.	