

NYC Emergency Management – Logistics Planning Internship

Division/Unit: Humanitarian and Supply Chain Logistics Units	Supervisor: Justin Diehl, Operational Sites Program Manager
Number of Interns Needed: 1, Project Based	Preferred Education Level: Graduate Student/Undergraduate Senior
<p>Description of Unit: NYC Emergency Management (NYCEM) plans and prepares for emergencies, educates the public about preparedness, coordinates emergency response and recovery, and collects and disseminates emergency information. To accomplish this mission, the agency maintains a disciplined unit of emergency management personnel, including responders, planners, watch commanders, and administrative and support staff.</p> <p>Interns play an important role in supporting NYCEM staff by assisting in an array of complex and challenging tasks associated with the development and management of emergency plans. NYCEM Logistics is at the forefront of developing strategic plans and programs aimed at supporting the operations of emergency responders in the field and managing critical assets used during emergency response. Interns will have the opportunity to work with various divisions within NYCEM, as well as participate in cross-jurisdictional meetings with State, federal, and non-governmental partners in an effort to improve regional emergency response plans.</p>	
<p>Description of Assignments:</p> <ul style="list-style-type: none"> • Design activation reference guides such as programmatic, commodity or equipment quick sheets for Humanitarian and Supply Chain Logistics Units. • Support the Logistics Shelter Support Program (LSSP). This assignment may include purchasing, tracking of purchases, and updating the LSSP plan to reflect increased integration for supplies and strategies reflecting the principles of the agency's ongoing disabilities/access and functional needs (DAFN) initiatives. • Research and outreach for the U.S. Department of Homeland Security's New York State Fuel & NYC Supply Chain Regional Resiliency Assessment Program (RRAP). • Assist with gathering data and compiling information for NYCEM Operational Sites. • Assist the NY Army National Guard (NYNG) Liaison with updates and development of pre-scripted mission requests (PSMR) for support of NYC emergency operations. • Other tasks as assigned by the Operational Sites Program Manager, Director(s), or Assistant Commissioner, as needed. <p>The NYCEM Logistics Planning Intern(s) will have the opportunity to play a contributing role in the development of operation plans designed for small and large-scale emergencies, and to work in one of the country's most advanced emergency management agencies.</p>	
<p>Intern Responsibilities:</p> <ul style="list-style-type: none"> • Web-based research • Development of briefings and notes • Development of detailed flow charts and maps • Assistance with site assessments and community-based group visits • Assistance with coordinating and organizing citywide agency and partner meetings • Support for other special projects, as needed 	

Intern Safety:

Will the intern be required to leave NYCEM's main building during his/her internship? Yes

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.):

Occasional off-site meetings with other governmental partners in the NYC region.

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.

Requirements/Special Skills Needed:

- Excellent oral communications and written skills
- Strong attention to detail and organization
- Good quantitative and data analysis skills
- Good working knowledge of Microsoft Excel and PowerPoint
- Interest in working with various levels of agency representatives
- Interest in logistics, communications, and interoperability issues

This is an **unpaid** internship.

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>

Interested Applicants:

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

Mail to: HR Coordinator

NYC Emergency Management

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