

Hurricane Sandy Project Intern

Division/Unit: Commissioner's Office	Supervisor: OEM Commissioner Joseph Bruno Executive Assistant Natasha Pavlova Deputy Press Secretary Nancy Greco
Number of Interns Needed: 1	Preferred Education Level: College Undergraduate or Graduate
<p>Background on Project:</p> <p>NYC OEM Commissioner Joseph Bruno has tasked OEM staff at all levels to create a comprehensive PowerPoint presentation on Hurricane Sandy. This project will include a review and analysis of the following:</p> <ul style="list-style-type: none"> • Weather information from the National Weather Service (NWS) • NYC executive decision making processes • Coastal Storm Plan and the applicability of other plans • Response and recovery efforts <p>This mega presentation will also review the operational components of OEM's Emergency Operation Center (EOC) including its ability to integrate NYC, NYS, federal government support and capabilities from Federal Emergency Management Agency (FEMA), Health and Human Services (HHS), and U.S. Department of Defense (DoD), U.S. Army Corps of Engineers (USACE), not-for-profit organizations, utilities, the private sector, and Emergency Management Assistance Compact (EMAC) support from governments outside of NYC.</p> <p>The NYC Logistics Program and processes, including the Logistics Center (LC) and Logistics Staging Area (LSA) will be highlighted.</p> <p>Lastly, lessons learned in the form of an After Action Report (AAR) with a focus on cost and federal assistance.</p> <p>Hurricane Sandy Executive File:</p> <p>The intern will also be tasked with assisting the commissioner in creating and organizing a Hurricane Sandy executive file of the incident. This will include collecting essential documents, identified by the commissioner, through the Hurricane Sandy project.</p>	
<p>Description of Project/Intern Responsibilities:</p> <p>The intern will become a member of the Hurricane Sandy Project team and work directly with the deputy press secretary and deputy commissioner of external affairs, in coordination with other OEM staff, in researching, writing and creating the Hurricane Sandy presentation. The intern will be exposed to technical, strategic and data issues, including PowerPoint design and effectiveness. The intern will be expected work independently, as well as with others, to complete this project.</p>	
<p>Requirements/Special Skills Needed:</p> <ul style="list-style-type: none"> • Excellent writing and communications skills • Excellent organizational skills • Strong analytical ability • Ability to work independently on multiple topics/issues concurrently • Ability to work under deadline • Strong Microsoft Office proficiency, particularly Microsoft PowerPoint • Strong interest in emergency management, public service, and the impact of a 	

- massive storm on a major metropolitan city
- Basic understanding of government

This is an unpaid internship for the spring 2013.

All final candidates are required to pass a background check.

For additional information on NYC OEM, please go to www.nyc.gov/oem.

Interested Applicants:

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

Mail to: HR Coordinator
NYC Office of Emergency Management
165 Cadman Plaza East
Brooklyn, NY 11201