

Community Outreach Intern

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| Division/Unit: External Affairs | Supervisor: Justin Land |
| Number of Interns Needed: 1 | Preferred Education Level: Undergraduate or Graduate |
| Background on Project: In Fall 2010, the NYC Citizen Corps Council's Special Needs Task Force hosted the <i>Emergency Preparedness Strategies for People with Special Needs Symposium</i> . The Symposium brought together more than 130 consumers, caregivers, and home care providers to address planning needs for people requiring a higher level of support during an emergency event. The Symposium was complemented with a Lesson's Learned document that was distributed nationally, addressing concepts, challenges, and strategies mentioned by the Symposium participants. Details from the Fall 2010 Symposium can be found at www.NYC.gov/citizencorps in the Resources Section. | |
| Description of Project/Intern Responsibilities: The intern will work with the NYC Citizen Corps Council Co-Chair and the Special Needs Task Force in planning and implementing a follow-up Symposium in late Fall 2011. In addition, the intern will be responsible for the writing of a comprehensive Lesson's Learned document following the Symposium. The tentative theme for this year's Symposium is on the important impact community based organizations can have on vulnerable populations before, during, and after an emergency. | |
| Requirements/Special Skills Needed: <ul style="list-style-type: none">• Excellent verbal and written communication skills, including editing• Ability to work well under pressure• Superior project management skills• Excellent meeting and time management skills• Interest in community outreach and emergency preparedness <p>The intern, with OEM staff, will at times be required to attend meetings off-site.</p> <p>This is an <u>unpaid</u> internship for the fall 2011 semester.</p> <p>Background check is required.</p> | |
| 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 | |