

NOTIFY NYC Intern

Division/Unit: MIS/Emergency Public Notification	OEM Employee to Supervise Project: Ival Grant-Williams
Project-based or Ongoing: Ongoing	Education Level: Undergraduate or Graduate
How many interns: 1	Length of Commitment: 8 weeks (minimum)
Background on Project: Notify NYC is a new service designed to enhance the delivery of emergency and non-emergency information to the public. This service complements existing technologies, such as the Emergency Alert System (EAS) and Emergency Television and Radio Sites (ETVRS). The Notify NYC Desk operates out of OEM's Watch Command, and supported by both OEM Operations and the NYC Department of Information Technology and Telecommunications.	
Description of Project/Intern Responsibilities: The intern will have the opportunity to assist with business process improvement, customer support, industry research, reporting, program evaluation, project plans for multiple streams of work and other tasks to directly support the Notify NYC Program Office. Responsibilities will be adjusted to meet the needs of the internship, and desires for career experience an intern is seeking.	
Requirements/Special Skills Needed: <ul style="list-style-type: none">• Undergraduate or graduate degree• Strong written and verbal communications skills• Strong Microsoft Excel, PowerPoint and Visio• Work approximately 14 hours per week	
Interested Applicants: Please email resume and cover letter (in MS Word) to: jobs@oem.nyc.gov Or mail to: HR Coordinator NYC Office of Emergency Management 165 Cadman Plaza East Brooklyn, NY 11201	