

NYC Health + Hospitals **Central Office Emergency Management** **Special Pathogens Internship Program**

Who We Are

Mission

NYC Health + Hospitals Emergency Management provides the strategic and operational framework and resources to protect our patients, visitors, staff, communities and infrastructure from natural, technological, and intentional incidents through the mitigation of, preparedness for, response to, and recovery from them.

What We Do

Central Office Emergency Management ensures the uninterrupted functionality of system-wide operations. Communication, coordination, and collaboration are the building blocks for our comprehensive and systematic approach for managing emergency situations of any magnitude. Our all-hazards methodology employs mitigation, preparedness, response, and recovery strategies to ensure the viability of our sites and provide unparalleled support for all clinical and patient care activities.

Internship Position Description

Position Title:

Special Pathogens Program Intern (Unpaid, non-permanent internship)

Intern Duties/Responsibilities:

This is an opportunity for a highly motivated individual to contribute to NYC Health + Hospitals' system-wide, emergency management-centric approach to special pathogens preparedness and response activities and assist, on a national scale, with the National Ebola Training and Education Center [NETEC]. The Special Pathogens Program Intern, reporting to the Senior Director, System-wide Special Pathogens will:

- Support system-wide Ebola and special pathogens preparedness and response activities and ensure all program requirements are fully met, including exercises and training activities.
- Assist in the development of protocols, procedures and processes related to special pathogens that address system-wide Ebola and special pathogens preparedness needs
- Support the design and implementation of healthcare preparedness initiatives related to special pathogens.
- Assist in grant writing and manuscript development for publications
- Provide program management and administrative support, including organizing documentation, following-up with internal and external partners and vendors, maintaining project tracking sheets and grant contract deliverable submissions.
- Oversee meeting and exercise coordination, scheduling, meeting handouts, presentation materials and other event logistics.
- Provide program management and administrative support from an 'all-hazards' approach to emergency management related activities.

- Assist in developing content for the National Ebola Training and Education Center [NETEC] for special pathogens exercises and drills.

Assignment Location:

NYC Health + Hospitals Central Office Emergency Management, 125 Worth Street, New York, NY, 10013

Educational Requirements:

Previous experience in healthcare emergency management, public health, training, exercise and plan development, and infectious disease control and prevention is highly desirable.

A graduate student in emergency management, public health, healthcare administration or related field

OR

An advanced undergraduate student in emergency management, public health, healthcare administration or related field

Skills, Training or Qualifications:

Excellent written and oral communication skills; ability to research information and prepare reports and other correspondence; experience with Microsoft Office Suite, especially Word and Excel; reliable, outgoing and able to work independently and collaboratively in a team setting; ambitious, motivated, & enthusiastic. Professional appearance and business attire required.

Time Commitment:

Minimum 14 hours per week for 3 or more consecutive months. Business hours are Monday through Friday 8 a.m. to 6 p.m. with high flexibility for the intern's location and schedule.

Benefits:

The position offers interns firsthand experience working in the nation's largest municipal healthcare delivery system, gaining direct exposure to myriad aspects of inter-agency relations, as staff coordinate daily with local, state and federal governmental agencies. This assignment also provides an opportunity for students to explore career options, apply academic knowledge and skills to the workplace, gain career skills, and build resumes and network with professionals in their field of interest.

*For more information on the NYC Health + Hospitals Central Office Emergency Management Special Pathogens Internship Program, contact:

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