

## 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 recover 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' systemwide, emergency management-centric approach to special pathogens preparedness and response activities and assist on a local, city scale with the System Special Pathogens Program.

The Special Pathogens Project Intern, reporting to and working with the System-wide Special Pathogens Senior and Associate Directors, will provide support for the following:

- Support system-wide Special Pathogens preparedness activities and ensure all program requirements are fully met, including conduct of annual exercises and training
- Assist in developing protocols, procedures and processes related to special pathogens and address system-wide Special Pathogens preparedness needs
- Assist with designing and carrying out healthcare preparedness initiatives related to special pathogens and other communicable disease risks, e.g. trainings, etc.
- Provide program management and administrative support, carrying out tasks such as organizing documentation, following-up with appropriate healthcare partners and vendors, setting up and maintaining tracking sheets for preparedness activities, maintaining clear and frequent communications and follow-up with facility representatives as needed.
- Carry out administrative oversight for meeting/exercise coordination, calendaring, meeting handouts, presentation materials and other event logistics (e.g., arranging for venue).
- Provide administrative support from an 'all-hazards' approach to emergency management related activities.
- Assist in developing presentations and reports for special pathogens exercises. drills, simulations, or other activities.

- Attend and support healthcare facility site visits.

### **Educational Requirements**

Previous experience working in fields related to public health, global health, emergency preparedness and response, planning and exercise, data analysis or infectious disease control and prevention is highly desirable.

Additionally, the ideal candidate for this position must be pro-active and self-motivated individual with ability to work in teams, a highly dynamic environment with multiple stakeholders and timelines, and have:

- A Bachelor's Degree or Master's Degree
- OR
- An undergraduate student majoring in public or global health, or related field

### **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, and enthusiastic

### **Time Commitment**

- Minimum 15 hours per week for 6 or more consecutive months.
- Internship is broken down by terms:
  - Spring (January – May)
  - Fall (September – December)
- Terms and time commitment are flexible and can be determined based on the candidate's school and/or work schedule after receiving and internship offer.
- Internship extensions may be offered at the discretion of the Program Directors.
- Business hours are Monday through Friday 8 a.m. to 4 p.m.

### **Assignment Location**

This internship has an in-person requirement at NYC Health + Hospitals Central Office Emergency Management:

50 Water Street, New York, NY, 10004.

Professional appearance and business attire required.

Remote opportunities are available on a case by case basis.

## 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.

## To Apply

Submit the following to [SpecialPathogens@nychhc.org](mailto:SpecialPathogens@nychhc.org):

1. Resume
2. Statement of interest
  - Special Pathogens preparedness requires a combination of technical knowledge, adaptability, and collaboration across diverse healthcare settings as well as with external partners.
  - Summarize your academic and/or professional experience and key achievements as they relate to public health, healthcare, and infectious disease prevention and/or management.
  - Describe your focused interests, degree plans, and career goals.
  - Drawing from your academic, professional, and/or lived experiences, what skills, unique characteristics, and perspectives would you bring to our system-wide special pathogens program?
  - Why do you want to join this internship, and how do you hope to contribute to and learn from the unique challenges of preparing for and responding to high-consequence infectious diseases in the nation's largest public healthcare system?
  - You are welcome to share any relevant personal stories or experiences that have shaped your interests or career path.
3. Time commitment
  - Indicate proposed internship term(s) and hours per week.

## Contact

Central Office System-wide Special Pathogens Team

Email: [SpecialPathogens@nychhc.org](mailto:SpecialPathogens@nychhc.org)