

NYC Health + Hospitals Central Office Biopreparedness and Emergency Management Emergency Management Fellowship Program

Who We Are

Mission

NYC Health + Hospitals Office of Biopreparedness and 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

Office of Biopreparedness and Emergency Management ensures the 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.

Fellowship Position Description

Position Title: Emergency Management Fellow (Unpaid, non-permanent fellowship)

Fellow Duties/Responsibilities:

This is an opportunity for a highly motivated individual to contribute to NYC Health + Hospitals' systemwide emergency management program and support preparedness, response, recovery, and mitigation activities across the nation's largest municipal healthcare delivery system. The Emergency Management Fellow will support all-hazards emergency management initiatives, including planning, training, exercises, program administration, healthcare preparedness, continuity planning, and response coordination.

The Fellow will report to and work with members of the Central Office Biopreparedness and Emergency Management team and may support projects across emergency management, healthcare preparedness, special pathogens/biothreats, climate-related hazards, and other systemwide readiness priorities.

The Fellow will provide support for the following:

- Support all-hazards emergency management planning, preparedness, response, recovery, and mitigation activities across NYC Health + Hospitals.

- Assist with the development, review, and maintenance of emergency management plans, procedures, tools, templates, and operational guidance documents.
- Support the planning, coordination, facilitation, and evaluation of drills and exercises related to healthcare preparedness, emergency response, continuity of operations, special pathogens, climate-related hazards, and other all-hazards scenarios.
- Assist with after-action reporting, improvement planning, documentation, and tracking of corrective actions following exercises, incidents, and preparedness activities.
- Conduct literature reviews and research on emergency management, healthcare preparedness, climate-related hazards, infectious disease threats, and New York City-specific risks.
- Develop educational materials, briefing documents, presentations, and job aids for healthcare staff, emergency management partners, and other stakeholders.
- 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, supporting contract deliverable submissions, and maintaining clear and frequent communications with facility representatives as needed.
- Support the System-wide Special Pathogens Program and other infectious disease threat-related projects.
- Provide administrative support from an all-hazards approach to emergency management-related activities.
- Attend and support healthcare facility site visits.
- Participate in meetings, briefings, trainings, and partner coordination activities with internal and external emergency management stakeholders.
- Support data collection, analysis, and reporting related to preparedness activities, exercises, trainings, and systemwide emergency management initiatives.

Educational Requirements

The Emergency Management Fellowship is designed for candidates with advanced academic preparation and/or relevant professional experience.

Eligible candidates should have:

- A Bachelor's Degree (minimum) with relevant professional, volunteer, academic, or applied experience in emergency management, public health preparedness, healthcare preparedness, homeland security, public administration, planning, response operations, or a related field; OR
- A Master's Degree or higher in emergency management, public health, healthcare administration, homeland security, public administration, urban planning, environmental studies, global health, or a 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
- Strong organizational skills and attention to detail
- Interest in healthcare emergency management, all-hazards preparedness, public health emergency response, and interagency coordination
- Ability to manage multiple tasks and deadlines in a fast-paced environment

Time Commitment

- This is an unpaid, part-time fellowship opportunity.
- Minimum commitment of 10 hours per week for at least 6 consecutive months.
- Schedule flexibility may be available based on the Fellow's school, work, or other commitments, in coordination with program leadership.
- Fellowship extensions may be offered at the discretion of the Program Director.
- Business hours are Monday through Friday, 9 a.m. to 5 p.m.
- Some activities may require availability during business hours for meetings, site visits, trainings, exercises, or emergency management-related events.

Assignment Location

This fellowship has a hybrid format, with a suggested in-person component at NYC Health + Hospitals Central Office Emergency Management: 50 Water Street, New York, NY, 10004. Ability to do remote work with in-person participation expected for meetings, trainings, exercises, facility site visits, and other operational needs.

Benefits

The position offers Fellows firsthand experience working in the nation's largest municipal healthcare delivery system, gaining direct exposure to emergency management, healthcare preparedness, and interagency coordination. Fellows will have the opportunity to observe and support work involving local, state, and federal governmental agencies, healthcare facilities, and emergency management partners.

This assignment also provides an opportunity for students and early-career professionals to explore career options, apply academic knowledge and skills to the workplace, gain emergency management and healthcare preparedness experience, build resumes, and network with professionals in their field of interest.

To Apply

Submit the following to Jonas Ballreich, Central Office Emergency Management via email: ballreij@nychhc.org

1. Resume/CV
2. Statement of interest (*not more than 1 page*):

- a. Provide a summary of academic or professional experience and achievements as it relates to emergency management, healthcare preparedness, public health preparedness, all-hazards planning, emergency response, or related fields.
- b. Describe focused interests, degree plans, and personal and career goals.
- c. Time commitment:
 - i. Indicate proposed fellowship availability, including hours per week and anticipated start and end dates. Applicants should be prepared to commit to a minimum of 6 months.