



INTERN REQUEST



Division/Unit: MIS/Emergency Public Notification	OEM Employee to Supervise Project: Brett Whitney
How many interns: 1-3	Education Level: BS/BA (minimum)
Background on Project: <p>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).</p> <p>Notify NYC enables the management and dissemination of two types of mass notifications. The primary use is for potential or actual emergencies. The second is for general information, originating from City agencies to New York City residents and visitors. In addition, Notify NYC may be used to facilitate internal communications among City employees and work groups.</p>	
Description of Project/ Intern Responsibilities: <p>Assist Project Managers with project administration. Coordinate project meetings. Assist with project deliverables, industry research, and other tasks. Assist with reporting, metrics, and evaluating areas for improvement. Responsibilities will be adjusted to meet the needs of the internship, and desires for career experience an intern is seeking.</p>	
Requirements/special skills needed: Marketing and business courses PC skills Strong writing skills English language Desire to work on many different parts of the project	