



NEWSLETTER

MAYOR ADAMS AND NYCEM COMMISSIONER ISCOL ANNOUNCE NEW WAY TO ENROLL IN NOTIFY NYC AND RECEIVE NEIGHBORHOOD-SPECIFIC TEXT MESSAGE ALERTS

New Yorkers Will Gain Hyperlocal Emergency Information Via Text Sign-Up

Notify NYC Has Provided Real-Time Information to Over 1.2 Million New Yorkers Since 2009

FOR IMMEDIATE RELEASE: April 23, 2025

NEW YORK – New York City Mayor Eric Adams and New York City Emergency Management (NYCEM) Commissioner Zach Iscol today announced a new, easier way for New Yorkers to enroll in [Notify NYC](#) — New York City’s essential emergency information service that provides updates to subscribers via text, email, social media, RSS feed, and the NOTIFY NYC mobile application. Additionally, the city is launching a \$430,000 marketing campaign through NYCEM to highlight the benefits of the Notify NYC system.

Notify NYC has long been New Yorkers' most trusted source of local, customizable emergency alert information, and it is now easier than ever to get local text alerts without registering online for a Notify NYC account or downloading the mobile app. By texting **"NOTIFYNYC" to 692-692**, New Yorkers can sign up for citywide SMS text alerts, and for the first time ever, by providing their zip code when prompted, they'll be able to sign up for neighborhood-based SMS text alerts in English.

"We are committed to making New York City safer every day, but we cannot do that without providing New Yorkers with the most effective and accessible information when an emergency occurs," said Mayor Adams. "By upgrading Notify NYC to more easily push out citywide alerts and now sending zip code-specific alerts, we're ensuring residents receive both broad and localized updates, all through one simple text subscription, making it easier than ever to stay informed."

"New Yorkers can now sign up for emergency alerts more easily than ever," said NYCEM Commissioner Iscol. "By texting **'NOTIFYNYC' to**

692-692, residents can receive citywide alerts, and by providing their zip code when prompted, they can get neighborhood-based alerts — all through a single, streamlined SMS text system. This enhancement reflects our administration’s commitment to keeping every New Yorker informed with timely, relevant updates and information to keep them, their loved ones, and their communities safe."

[Click here for more information!](#)

APPLY FOR A FREE AIR CONDITIONER THROUGH THE HOME ENERGY ASSISTANCE PROGRAM (HEAP)

When it's very hot, air conditioning will help keep you safe. You may be eligible to apply for a free air conditioner through the Home Energy Assistance Program (HEAP).

From April 15 to August 30 (or earlier if funds run out), residents who meet income and other criteria can apply to HEAP for the free purchase and installation of an air conditioner.

Funding runs out early, so apply as early as possible online at www.access.nyc.gov, or visit an [HRA Benefits Access Center](#).

Find more info by calling 311 or visiting <https://portal.311.nyc.gov/> and searching for “HEAP cooling assistance.”

Con Edison Energy Affordability Program

The cost of electricity is a major reason why people can’t or don’t use their air conditioner when it’s hot outside. Con Edison’s Financial Assistance Program provides a discount on monthly electricity and natural gas bills for qualified households.

Only some eligible households are automatically enrolled. Any households with a member on Medicaid or who receive housing benefits, like Section 8 vouchers, are eligible but must enroll directly at the ConEd website (below). Not sure? You can check your bill or log onto your account.

To sign up online, visit <https://www.coned.com/en/accounts-billing/payment-plans-assistance/help-paying-your-bill>.

**NYC EMERGENCY MANAGEMENT’S
LATEST *!PREPARE!* PODCAST HIGHLIGHTS
THE IMPORTANCE OF COMMUNITY
PREPAREDNESS IN A CONVERSATION WITH**

DORIS GARRIDO FROM THE EAST HARLEM COAD

April 23, 2025 — In honor of April as volunteer appreciation month, the latest *¡Prepárate!* episode highlights the importance of community preparedness with [East Harlem Community Organizations Active in Disasters \(COAD\)](#), a Strengthening Communities Network Co-Captain Doris Garrido. As the co-leader of a coalition of local organizations and businesses who work to prepare for, respond to, and recover from disasters Garrido works to provide information and resources for any emergencies that affect the lives of East Harlem residents.

The East Harlem COAD was founded in 2015 and birthed out of the EH Emergency Preparedness Collaborative, after a building explosion in the neighborhood on March 12, 2014, that claimed the lives of eight people and displaced over 100 families. The collaborative acknowledged the need to put their ideas into action and focus on hyperlocal preparedness, response and recovery. The EAST Harlem COAD currently has 27 members inclusive of health centers, community organizations, faith-based organizations, small businesses and individual members.

“What I’m most proud of is our flexibility and creativity in responding based on our community’s specific needs,” said Garrido. “For example, we expanded to focusing on mental health during COVID, created guidance on sharing space during COVID for multigenerational households that maybe didn’t have the luxury of social distancing in their homes when someone was positive.”

You can listen to *¡Prepárate!* on [SoundCloud](#).

NATIONAL VOLUNTEER MONTH: GIVE BACK AND MAKE A DIFFERENCE!

Question:

What is National Volunteer Month and how can I be a part of it?

Answer:

Held in April every year, National Volunteer Month is a time to celebrate and recognize the contributions of volunteers. It is an opportunity to join the impact of volunteerism and encourage more people to get involved in their communities. This is a great month to reaffirm your commitment to giving back.



Why should you volunteer through [Volunteer.gov](#)?

- Make a tangible impact
- Connect with history and nature
- Develop valuable skills
- Meet passionate people

- Boost your well-being

Getting Started: Your Path to Making a Difference

- Identify your interests
- Consider your skills and availability
- Find locations nearby
- Sign up and commit

Once you've found an opportunity that resonates with you, lean into the fulfillment that comes with volunteerism. National Volunteer Month is a wonderful reminder that even small acts of kindness can have a profound impact. So why wait? Take the first step today and [discover the power of volunteering!](#)

[Click here for more information!](#)

SEVERE WEATHER AWARENESS WEEK



Severe Weather Awareness Week in New York is from **April 20 through April 26, 2025**. NOAA's National Weather Service (NWS) joins in partnership with the agencies of the New York state Disaster Preparedness Commission, local agencies, volunteer agencies and private sector organizations in urging all residents to learn how to protect themselves from the hazards of flooding, tornadoes and severe thunderstorms.

Severe Weather Awareness Week is a time to learn more about thunderstorms, tornadoes, lightning and flooding and prepare for the dangers they bring to New York state during the spring and summer seasons.

Each day of Severe Weather Awareness Week focuses on a different topic. The primary emphasis is on weather safety and preparedness.

[Click here for all topics!](#)

THREE MORE OPPORTUNITIES TO SEE FLOOD SENSOR AUNTY IN QUEENS (WEDNESDAY, 4/23, BROOKLYN, 4/26 AND MANHATTAN, 4/27)



Join NYCEM and other partners for Flood Sensor Aunty's free performances. This family friendly play is about a flood sensor working at her aunt's chai shop combines theater with community disaster prevention. Check out their [Instagram reel](#) from last year.



Community Engagement Program Manager Jill Cornell appeared on NY1 to discuss NYCEM's partnership with Flood Sensor Aunty. [Watch here.](#)

[RSVP Here!](#)

UPCOMING EVENTS



Stop the Bleed is a campaign that teaches people how to respond to emergencies

where life-threatening bleeding is present.

By learning just a few simple steps, you can become trained to save a life in an emergency situation. Bleeding is the number one cause of preventable death after injury, and the actions of immediate responders can be crucial in determining the outcome of the situation. With the skills and knowledge provided by Stop the Bleed, you can help to stop life-threatening bleeding and potentially save a life before professional responders arrive.



This workshop teaches how to:

- Immediately respond to bleeding
- Recognize life-threatening bleeding
- Find appropriate ways to stop bleeding

Maimonides Medical Center instructors will be offering these classes on the first Wednesday of every month through December 2025 at 12 PM and 4 PM. Please spread the word and share this opportunity with others.

Upcoming Virtual Courses

- Wednesday, May 7 - 4:00pm to 5:00pm
- Wednesday, June 4 - 12:00pm to 1:00pm
- Wednesday, June 4 - 4:00pm to 5:00pm

[**Click here to register!**](#)

Participate in a research study about flooding experiences in Jamaica Bay

60-90 minute focus group
either in person or on Zoom.

Earn \$20 for participation.

Sign up now



<https://bit.ly/4iEpeA6>



Stony Brook University



Anticipated focus group sessions are in **May, June, July, and August, 2025.**

[Click here to sign up!](#)

**4th ANNUAL COMMUNITY EMERGENCY
NETWORK CONFERENCE**

We Take Care of Each Other: Empowering Communities With Practical Tools for Disasters

**Are you interested
in preparing your
community for the
next big disaster?
Register for our
conference!**



We are a group of local emergency preparedness and response organizations backed by the NYC Health Department. You will learn about the emergency landscape in NYC, caregiver preparedness, disaster insurance tools, setting up volunteer reception centers, advocating for your community, and more!

**Salvation Army
120 W. 14th St., New York, NY 10011
Wednesday, May 28, 2025
9 a.m. to 3 p.m.**

This is a free conference. To register, [click here](#).

REQUEST FOR PUBLIC INPUT ON EXPERIENCES WITH FEMA DISASTER RESPONSES

The Federal Emergency Management Agency (FEMA) Review Council requests information and comments from the public and other interested stakeholders to gain an understanding of their experience with FEMA during disasters. The public information and comments will ensure that the FEMA Review Council's findings and recommendations are informed by a broad spectrum of perspectives, experiences, and ideas.

Date:

Comments on this notice must be received by May 15, 2025, to be assured of consideration.

FOR FURTHER INFORMATION CONTACT:

Patrick Powers, Designated Federal Officer, FEMA Review Council at (202) 891-2283 or FEMAreviewcouncil@hq.dhs.gov.

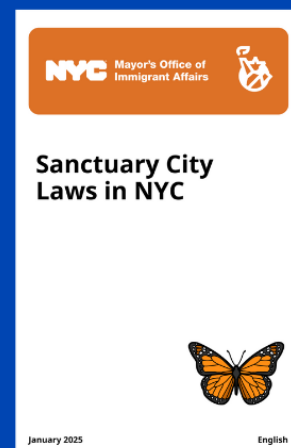
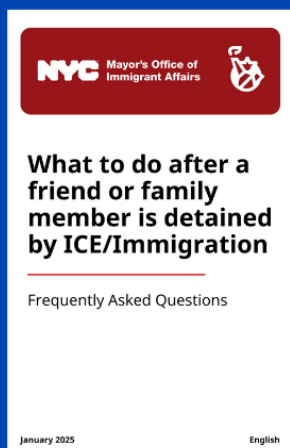
Visit here for more information.

NYC MAYOR'S OFFICE OF IMMIGRANT AFFAIRS



New Immigrant Resources

Available on www.nyc.gov/knowyourrights



The Mayor's Office of Immigrant Affairs (MOIA) has updated several booklets with guidance for immigrant New Yorkers. New Yorkers and service providers can learn what to do after a friend or family member is detained by federal immigration authorities, Know Your Rights, and understand New York City's local laws related to immigrants. Visit [MOIA's Know Your Rights webpage](#) regularly for up-to-date translated guidance related to immigration.

These booklets give only general information. It is not legal advice. Consult an attorney for legal advice. All immigrant New Yorkers can access free and confidential immigration legal help in their preferred language.

You can call the city-funded, free, and safe MOIA Immigration Legal Support Hotline at 800-354-0365, between 9:00 AM to 6:00 PM, Monday to Friday or call 311 and say, "Immigration Legal."

NYC CIVIC IMPACT FUNDING



NYC Civic Impact Funding (CIF) funds nonprofit and community-based organizations up to \$10,000 to engage volunteers and strategically scale services to residents in neighborhoods with high levels of health and socioeconomic disparities, based on Taskforce on Racial Inclusion and Equity (TRIE) criteria. Funding is awarded to front-line organizations with deep community relationships that leverage volunteers to address a range of livability issues (i.e., food access, public safety, and mental health).

Eligibility Criteria:

- Operate in at least one TRIE neighborhood (a list of TRIE neighborhoods can be found [online](#). OR Every Block Counts street focusing on transforming the conditions and culture on blocks in New York City around the 73rd and 46th precinct.
- Hold a current 501(c)(3) nonprofit organization status or have a fiscal sponsor.
- Use funding exclusively to support NYC-based volunteer and civic engagement efforts in high-need communities.

The application deadline is 5pm on April 28, 2025

[Click here to apply!](#)

CON EDISON GRANT OPPORTUNITY

We invest in community-based organizations who share our vision to combat the effects of climate change, advance social justice in the communities we serve, and build green job skills in New York.

2025 Grant Cycle:

Our 2025 grant cycle runs from January 1 through June 30. Grants in the priority focus areas for Con Edison will be awarded through a competitive process.

Eligibility

To be eligible for strategic grants, your project or program must meet the following criteria:

- Be a community-based organization; educational institution; or coalition, or alliance, of institutions, this includes environmental justice networks. Your organization must be a 501(c)(3) tax-exempt charitable entity, as described in Section 509(a)(1) or 509(a)(2) of the Internal Revenue Code. In a collective group scenario, a designated 501(c)(3) nonprofit is required as the fiscal agent for funding.
- Be located in Con Edison's service territory (New York City and Westchester) and more.

[Click here for more information!](#)

NEW YORK-PRESBYTERIAN: THE COMMUNITY FUND

In 2023, NewYork-Presbyterian launched the Community Fund with the goal of empowering local community-based organizations, also known as CBOs. This groundbreaking grant opportunity is a direct result of the [2022 - 2024 NewYork-Presbyterian Community Health Needs Assessment](#), a comprehensive report that identifies the needs, assets, and priorities of the communities the hospital serves.

Eligibility: The Community Fund offers grants ranging from \$75,000 to \$150,000 annually, extendable for up to two years, with a maximum award of \$300,000. The opportunity is available to CBOs across New York City and Westchester County.

[Click here for more information!](#)

WE ARE HIRING!
JOIN THE NYC EMERGENCY MANAGEMENT TEAM



New York City Emergency Management (NYCEM) is responsible for coordinating citywide emergency planning and response for all types and scales of emergencies. It is staffed by more than 200 dedicated professionals with diverse backgrounds and areas of expertise, including individuals assigned from other City agencies.

Our Mission: NYC Emergency Management helps New Yorkers before, during, and after emergencies through preparedness, education, and response.

Our Jobs: NYC Emergency Management has a variety of vacancies within multiple bureaus across the agency – the jobs summaries below are grouped by bureau. For the full job description, go to nyc.gov/jobs and search by the Job IDs listed below, or scan the QR code to be taken the NYCEM Careers site to learn more.

Come work with us! Reach out to us at jobs@oem.nyc.gov

BUREAU: Office of Strategic Operations

The Office of Strategic Operations (OSO), led by the Chief Strategy Officer, is responsible for managing high-priority agency-wide or citywide initiatives that support the growth of emergency management at our agency and the City at large. OSO works to provide innovative proposals to continuously improve our internal, interagency, and externally facing operations. To accomplish its goals, OSO is organized into three Units: 1) Analysis and Evaluation Unit 2) Continuity of Operations Unit 3) Strategy and Innovation Unit

CITYWIDE CONTINUITY SPECIALIST Salary Range: \$68,428 - \$68,428 (Job ID: 709333)

The Office of Strategic Operations (OSO) is responsible for managing high-priority agency-wide or citywide initiatives that support the growth of emergency management at both our agency and the City at large. OSO works to provide innovative proposals to continuously improve our internal, interagency, and externally facing operations.

STRATEGY AND INNOVATION COLLEGE AIDE, \$17.00 – \$21.40 - Job ID# 710026

The Strategy & Innovation Unit (S&I) is seeking a College Aide to support the development of NYCEM's next Strategic Plan, set for publication in 2026. The College Aide will contribute to the plan draft by:

- Supporting evaluation of the strengths, weaknesses, and outcomes of the agency's current 2022-2026 Strategic Plan.
- Identifying ongoing and emerging NYCEM priorities.
- Assisting with analysis of division goals and planning an strategy session for division executives.
- Researching strategic planning at NYCEM, City agencies, and other emergency management organizations and applying best practices from agency experience and external case studies. The College Aide will provide recommendations on aligning

NYCEM's priorities and assist in the development of an effective implementation framework.

BUREAU: Office of Chief Operating Officer

The Office of the Chief Operating Officer (COO) is comprised of Human Capital Management (HCM), Information Technology (IT), Support Services, and Geographic Information Systems (GIS). The Office of the COO is focused on implementing agency initiatives and strategies into daily operations to meet agency objectives and goals.

TIMEKEEPING SPECIALIST Salary Range: \$68,428 - \$70,481 (Job ID: 709326)

NYCEM is seeking a Timekeeper Specialist to lead timekeeping support and compliance for an agency of approximately 250 employees. Under the direction of the Deputy Director, Payroll and Timekeeping, the Timekeeper Specialist will be responsible for processing and maintaining time and attendance records in CityTime, supporting employees going on extended leave, and facilitating employees leaving the agency, with exit procedures and time and leave calculations. The Timekeeper Specialist must be well-versed in the systems, policies, and procedures around time and leave, and is able to work with employees, the HCM unit, and external agencies including FISA-OPA, on any issues that arise, to reach resolution quickly.

DATA ENGINEER Salary Range: \$96,627.00 - \$96,627.00 (Job ID: 711766)

NYCEM has an exciting opportunity for a motivated data professional to join the GIS unit as a Data Engineer. NYCEM is creating a data integration team comprised of data engineering and geospatial experts to help support the agency's Emergency Data Improvement Initiative. Reporting to NYCEM's Director of Enterprise Data Management.

GIS OPERATIONS PROGRAM MANAGER Salary Range: \$84,023.00 – \$84,023.00 (Job ID: 709337)

NYCEM has an exciting opportunity for a motivated GIS Operations Program Manager to join the Geographic Information Systems (GIS) Division at New York City Emergency Management (NYCEM).

Under the supervision of the Director of GIS Operations, the selected applicant will be a GIS Operations Program Manager working to build, maintain, and support geospatial data systems used for analysis and visualization of geospatial information to aid the work of the agency's executive, planning, and operations staff. The GIS Operations Program Manager will work as part of the GIS Operations & Research team and will be responsible for geospatial systems administration, development, development operations, systems maintenance, and support.

DATA ANALYST Salary range:\$76,385.00 – \$76,385.00 (Job ID: 711844)

NYCEM has an exciting opportunity for two motivated Data Analysts to join the Geographic Information Systems (GIS) Division at New York City Emergency Management (NYCEM).

Under the supervision of the Directors of Data Engineering and GIS Data Development, the selected applicant will be a Data Analyst working to improve, analyze, visualize and report on geospatial information to support the work of the agency's executive, planning, and operations staff. The Analysts will work as part of the Division's Data Engineering or GIS Data Development teams and will perform data acquisition, QA/QC, data maintenance, and data management tasks. The selected applicant will also make maps and data products in support of preparedness and response operations.

GIS COLLEGE AIDE \$17.00 – \$21.40 - JOB ID# 710026

The NYC EM GIS Division supports the decision making processes of NYC Emergency Management and its partners by producing reliable location-based information through the integration, analysis and visualization of essential data distributed in the form of maps, datasets, summary metrics and associated applications.

BUREAU: Office of the Chief Financial Officer

NYCEM's Finance Office is responsible for the oversight, management, accounting, and reporting of all agency funds, as well as the procurement planning, development, implementation, and management of all agency contracts.

PROCUREMENT SPECIALIST Salary Range: \$68,428 (Job ID: 709337) (SEE JOB DESCRIPTION – SHORT TERM POSITION)

The Procurement Unit is responsible for providing management, oversight, review, and

support of all procurement functions at NYCEM. NYCEM procurements are governed by the City Charter and the City Procurement Policy Board (PPB) Rules. The Procurement Specialist, under the guidance of the Deputy Agency Chief Contracting Officer and Agency Chief Contracting Officer, will be responsible for the processing of all agency procurement while ensuring the adherence to City, State and Federal procurement guidelines.

BUREAU: Response

The Response division is responsible to monitor incidents throughout the City, alert the public and City agencies, initiate NYCEM response, on-scene coordination and special event planning and coordination. It is comprised of for Watch Command, Field Response Unit, and the Response Support Unit.

METEOROLOGIST Salary Range: \$74,262 - \$90,041 (Job ID: 698995)

The City of New York is susceptible to a broad range of weather hazards including, but not limited to, flash flooding, heat waves, coastal storms, winter weather, and severe convective events. In order to enhance the City's emergency readiness efforts, NYCEM is seeking a highly trained, skilled, and experienced meteorologist to support on-going situational awareness and analysis of near-term weather threats, provide decision support to agency and City leadership during weather emergencies, provide real-time information during responses to non-natural emergencies, provide expert support on weather hazards for emergency planning, and conduct research and analysis into weather and climactic hazards.

BUREAU: Logistics

The Logistics Bureau is made up of the Urban Search & Rescue, Humanitarian Logistics, Ground Support Logistics, Logistics Planning and Coordination, and the Mutual Aid and Resource Processing units. In blue skies, the Logistics Bureau works to increase the City's emergency response and recovery capabilities by providing logistics planning support for agency and Citywide response programs. In grey skies, the Bureau provides active resource management.

LOGISTICS PROGRAM MANAGER, URBAN SEARCH AND RESCUE (USAR) Salary Range: \$76,385 - \$81,036 (Job ID: 691874)

The Logistics Bureau is made up of the Urban Search & Rescue, Humanitarian Logistics, Ground Support Logistics, Logistics Planning and Coordination, and the Mutual Aid and Resource Processing units. In blue skies, the Logistics Bureau works to increase the City's emergency response and recovery capabilities by providing logistics planning support for agency and Citywide response programs. In grey skies, the Bureau provides active resource management for response programs, staffs operational task forces, and coordinates mutual aid requests.

LOGISTICS COLLEGE AIDE \$17.00 – \$21.40 - JOB ID# 710026

The Bureau is looking for an administrative aid to support all units with the execution of their functional responsibilities. This will include reviewing and scanning prior activation documentation, reviewing bureau plans for common language, and assisting with the coordination of internal and partner coastal storm readiness measures. With significant interaction across other Bureau's and Units this position is an excellent introduction to the field of emergency management.

BUREAU: Readiness

The Readiness Bureau prepares the City for emergencies through a continuous cycle of planning, learning, and exercising, using a collaborative and forward-thinking approach. The overall goal of the NYCEM Learning and Development Unit is to create a highly skilled emergency management community by offering the best training possible, build true leaders who can prepare for and respond to any type of emergency situation, and coordinate effectively with internal and external partners.

EXERCISES PROGRAM MANAGER Salary Range: \$76,385 - \$76,385 (Job ID: 708884)

New York City Emergency Management (NYCEM) is seeking an Exercises Program Manager to join the Exercises Unit and design, implement, and evaluate NYCEM's internal and interagency exercises. These include and are not limited to seminars, workshops, tabletops, functional exercises, and full-scale exercises, focusing on all emergency management phases and hazards. The Exercises Program Manager should

bring a proactive, adaptable, and participant-focused approach to NYCEM's exercises.

LEARNING AND DEVELOPMENT SPECIALIST Salary Range: \$68,428 - \$68,428 (Job ID: 705356)

The Learning and Development Unit develops, delivers, and coordinates trainings as well as professional development and leadership programs that build and strengthen the capabilities of NYCEM staff and interagency partners. The Interagency Training Specialist will be responsible for the development and implementation of comprehensive training programs to support both intra-agency and inter-agency emergency management training. The overall goal of the NYCEM Learning and Development Unit is to create a highly skilled emergency management community by offering the best training possible, building true leaders who can prepare for and respond to any type of emergency situation and coordinate effectively with internal and external partners.

BUREAU: Office of the Chief Counsel

The Office of the Chief Counsel provides legal advice to NYCEM executives and staff regarding critical, strategic, legal and policy issues facing the agency, engages in transactional work in support of the NYCEM mission and coordinates with the NYC Law Department, Office of the Counsel to the Mayor, and other local, state and federal counsels regarding various legal issues ranging from emergency events to litigation, which impact the agency.

The Office of Chief Counsel is comprised of the Legal Affairs Unit, Disability, Access, and Functional Needs (DAFN) Legal Unit, and the Records Management Unit

DISABILITY AND CIVIL RIGHTS COLLEGE AIDE, \$17.00 – \$21.40 - JOB ID# 710026

The Equity and Diversity Council is committed to advancing diversity, equity, inclusion, and belonging across the agency. The Council focuses on fostering an environment that reflects the city's diverse population and ensures equitable opportunities for all. This internship offers an exciting opportunity for a self-starting, creative individual to contribute to impactful diversity and equity efforts.

INFORMATION AND KNOWLEDGE MANAGEMENT COLLEGE AIDE, \$17.00 – \$21.40 - JOB ID# 710026

The Information and Knowledge Management Intern will be responsible for maintaining active programming unit and administrative records, both electronic and hard copy, under general direction from the Office of the Chief Counsel. Please see the full posting for more details. Website Development and Content Creation College Aide, \$17.00 – \$21.40 - Job ID# 710026 We are seeking a highly skilled Digital Content and Website Strategist to join our team. In this role, you will be responsible for the end-to-end management of our website, including its CMS, technical performance, and content architecture. Please see the full posting for more details.

WEBSITE DEVELOPMENT AND CONTENT CREATION COLLEGE AIDE, \$17.00 – \$21.40 - JOB ID# 710026

We are seeking a highly skilled Digital Content and Website Strategist to join our team. In this role, you will be responsible for the end-to-end management of our website, including its CMS, technical performance, and content architecture.

This position will require you to create and publish website content for an annual conference that aligns with our agency's core values and reaches a target audience. It also requires a strong understanding of user journey and user experience strategies, as well as expertise in SEO and Google Analytics. You will be responsible for updating and managing website content to align with marketing strategies; implementing SEO best practices to optimize site performance, speed, and user experience; collaborating with MIS, design, and content teams to maintain a seamless online experience. The candidate will also track website performance and analyze data to identify areas for continuous improvement.

BUREAU: Planning and Resilience

The Planning and Resilience Bureau's mission is to prepare the city to respond and adapt to emergencies through collaborative, scalable planning, comprehensive interagency coordination, and innovative recovery and Resiliency. The bureau includes Interagency Coordination with an assistant commissioner leading three units made up of subject matter experts in Health and Medical, Human Services, Critical Infrastructure, Resiliency and Recovery with an assistant commissioner leading the Mitigation and Risk Analysis and Recovery units; and the Planning Unit.

PLANNING SPECIALIST Salary Range: \$68,428 - \$68,428 (Job ID: 705256)

The Planning and Resiliency (P&R) Bureau's mission is to prepare the City to respond and adapt to emergencies through collaborative, scalable planning; comprehensive interagency coordination; and advancing recovery and resiliency. To execute this mission, the P&R Bureau includes Interagency Coordination with an assistant commissioner leading three units made up of subject matter experts in Health and Medical, Human Services, and Critical Infrastructure; Resiliency and Recovery with an assistant commissioner leading the Resiliency Implementation and Resiliency and Recovery Planning units; and the Planning unit.

PLAN MANAGEMENT SPECIALIST Salary range:\$68,428.00 – \$70,481.00 (Job ID 710417)

With latitude for independent initiative and judgement, NYCEM is seeking a candidate responsible for the position of Plan Management Specialist to oversee and support activities related to citywide emergency planning, including the planning process and management of planning portfolios.

Reporting to the Plan Management Program Manager, the Specialist will have broad responsibility to coordinate, implement, and socialize the planning process for citywide emergency response plans, as well as track and maintain all citywide planning documents. This position will be responsible for analyzing and identifying mechanisms to streamline existing processes; establishing and implementing quality assurance measures to produce high-quality, actionable, and user-friendly documents; facilitating intra-agency coordination and communication; supporting unit-level and bureau-wide strategic planning goals; and socializing Unit initiatives.

Please note: All NYCEM employees are expected to work Non-Traditional hours to meet the program needs including evenings and weekends. NYCEM employees are assigned to a rotating Emergency Operations Center team and will be expected to work non-business hours during emergencies. The selected candidate will also participate in drills and exercises, assist with Ready NY presentations to external groups, and will undertake special projects as assigned.

Learn More About NYC Emergency Management Community

Preparedness - <https://youtu.be/L250wy3o6r4>

NYC Emergency Management Communications Network | 165 Cadman Plaza East | Brooklyn, NY 11201 US

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