

NYC Emergency
Management
COMMUNITY
PREPAREDNESS

NEWSLETTER

REGISTRATION IS OPEN!
Join Our 13th Annual
Community Preparedness Symposium
on April 2, 2025



13TH ANNUAL COMMUNITY PREPAREDNESS SYMPOSIUM

Lead the Way, Prepare Today

**WEDNESDAY,
APRIL 2, 2025**

9:00 AM - 3:00 PM

Baruch Vertical Campus, New York, NY

For help registering or requests
regarding accessibility, email:



communityprep@oem.nyc.gov

Join NYC Emergency Management Community Preparedness for
the 2025 Symposium Lead the Way, Prepare Today.
Each workshop will discuss how communities can support their

neighbors before and after an emergency, including those with disabilities and others with access and functional needs, like older New Yorkers and immigrant communities.

The symposium will be held **in person** at CUNY Baruch College on **Wednesday April 2, 2025 from 9am to 3pm EST**. Breakfast and lunch will be provided.

For more information and to register, please click the following link:

<https://2025CPSymposium.eventbrite.com>

Or scan here to RSVP



The NYC Service AmeriCorps Program is Now Accepting Host Site Applications from NYC-Based Nonprofit Organizations.

[The NYC Service AmeriCorps Program](#) places dedicated service members with nonprofits to serve full-time for 10 months (Sept. 2025-June 2026) to build capacity in volunteer management, community outreach and engagement, and/or program development. By hosting an AmeriCorps member, partner sites can help energize their mission, enhance programs, and strengthen community partnerships, all while cultivating and mentoring emerging talent at a low cost. NYC Service invites interested nonprofits to learn more and apply via our [website](#).

The 2025-2026 [Host Site Application](#) is open until March 16th!

For any questions, please reach out to Erika, the Partnership Coordinator, at servicerecruitment@cityhall.nyc.gov.

Frequently Asked Questions for Host Sites

NYC EMERGENCY MANAGEMENT COMMISSIONER FOR A DAY CONTEST

All New York City high school students are invited to participate in the annual NYC Emergency Management “Commissioner for a Day” essay

contest. Entrants must submit an original essay and complete the application attached below. NYC Emergency Management Commissioner, Zach Iscol, will select the winner who will be invited to NYC Emergency Management headquarters to participate in the Commissioner for a Day Award Ceremony and take part in the John D. Solomon Fellowship Graduation event.

Eligibility: The essay contest is open to all New York City high school students enrolled in grades 9-12 and attending schools located within the five boroughs of New York City.

Deadline: All entries must be submitted by April 20, 2025. All entries must be emailed to readyny@oem.nyc.gov with the subject line “Commissioner for a Day Essay Contest.”

[Click here for more information!](#)

2025 READY SCHOOL OF THE YEAR

2025 Ready School of the Year Award Application

Does your school lead the way in preparedness?

Are there training, clubs, or other initiatives they offer to help prepare for emergencies?

Nominate your school via:
<https://bit.ly/RSOTY25>

Deadline is April 5th!



[Click here to apply!](#)

THE APPLICATION IS OPEN!



**JOHN D. SOLOMON
FELLOWSHIP FOR PUBLIC SERVICE**

Are you a graduate student interested in a career in Public Service? The John D. Solomon Fellowship for Public Service is the first student

fellowship with the City devoted specifically to emergency management. This program provides 10 graduate students in NYC with the opportunity to complete a nine-month, paid fellowship in an agency of New York City government or a nonprofit organization.

The fellows selected will commit 15-20 hours per week over a nine-month period at their assigned NYC agency/organization. They will also engage in professional development and networking opportunities, including at City Hall and the United Nations. Fellows will also receive a \$10,000 stipend, made possible through the Program's generous supporters, including a recent grant from the NBA.

Interested graduate students have until March 16 to [apply](#).

For more information on the Fellowship, take a look an informative video on our Instagram page [here](#).



**READY NEW YORK OLDER ADULT CENTER OF THE
YEAR**



We're proud to announce the [Sage - Advocacy & Services for LGBTQ+ Elders Center](#) in the Bronx is the 12th Ready New York Older Adult Center of the Year! Their dedication to LGBTQ+ older adult preparedness is truly inspiring. They understand the unique challenges faced by their community and have created a safe, empowering space for learning and preparation. This award highlights their vital work in building resilience and ensuring everyone is included in emergency planning.

STRENGTHENING COMMUNITIES PARTER - MUSLIM COMMUNITY NETWORK'S 'IFTAR ON THE GO'



NYCEM joined the [Muslim Community Network](#), a Strengthening Communities partner yesterday for “Iftar on the Go,” where we distributed over 300 hot meals to community members. In partnership with the [Islamic Relief USA](#), MCN feeds over 1,000 fasting people at the Islamic Cultural Center of NY every Wednesday during the month of Ramadan.

NYC MAYOR'S OFFICE OF IMMIGRANT AFFAIRS



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](http://www.nyc.gov/knowyourrights) 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."

**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!](#)

VOLUNTEER ENGLISH CLASS FACILITATOR FOR ASYLUM SEEKERS

The NYC Mayor's Office of Asylum Seeker Operations (OASO) seeks motivated volunteers to expand our ability to provide in-person English classes for asylum seekers in shelter. Volunteers will use the We Speak NYC curriculum— New York City's free English language learning program that provides civic focused multimedia resources created to empower adult immigrants through learning and practicing everyday English. The curriculum includes an Emmy-Award winning educational drama series that informs learners about important New York City resources. The episodes address issues that most concern immigrants and asylum seekers such as health care, democracy, education, immigration legal help, elder care, and managing finances. **Previous teaching experience is welcomed but not required!**

[To learn more on how to apply, click here.](#)

**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](https://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: External Affairs

The External Affairs bureau works to engage with New Yorkers, elected officials, community organizations, private businesses and regional partners to inform them about the agency's and the City's efforts before, during, and after an emergency. Its units include Public Information (Press and Communications), Government Relations, and Strategic Partnerships.

Senior Press Officer, \$68,428 - \$68,428 – Job ID# 696696

Join the New York City Emergency Management (NYCEM) team as a Senior Press Officer in our External Affairs bureau's Press unit. In this high-impact role, you'll help secure New York City's resilience by delivering key information and executing strategic communication plans. You'll be involved in daily press operations and act swiftly during emergency incidents. As a vital link to the public, stakeholders, and media, you'll convey complex emergency issues clearly and consistently. In your role, you'll be instrumental in shaping and executing our agency's public information strategy, ensuring its alignment with our broader vision. You'll also manage various press portfolios, concentrating on establishing solid relationships with local media to achieve a unified communication strategy.

Social Media Specialist, \$68,428 - \$68,428 – Job ID# 695125

This dynamic role focuses on creating the planning, management and creation of compelling social media content that conveys the vital work of NYCEM, fostering awareness, education, and engagement. Reporting to the Deputy Director of Communications, the specialist will employ their unique skills in storytelling, digital media production, and editing to help convey NYCEM's mission and initiatives to the public. Working in tandem with the agency's press team, the specialist will provide indispensable assistance with media related tasks. Community engagement is a significant aspect of this role; consequently, the successful candidate will deliver presentations on emergency preparedness to external groups as part of the Ready NY initiative. In line with the multifaceted nature of this position, the specialist may also undertake special projects as assigned, contributing to the broader goals and initiatives of the NYCEM.

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.

Executive Director, Agency Chief Contracting Officer (ACCO), \$127,742 - \$135,561 – Job ID# 689266

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 Executive Director, Agency Chief Contracting Officer (ACCO), is responsible for providing technical and programmatic guidance to agency staff on the City's procurement and contracting processes.

Finance Specialist, \$68,428 - \$68,428 – Job ID# 688727

The Finance Specialist will work as part of the Finance Unit under the Office of the Chief Financial Officer and will be expected to support all related division activities. Under the direction of the Deputy Director of Finance, the Finance Specialist will administer grant funds and monitor spending for various bureaus and divisions within NYC Emergency Management.

Financial Recovery and Compliance Specialist, \$68,428 - \$68,428 – Job ID# 688725

The Financial Recovery and Compliance Specialist will assist with overseeing agency wide assessment activities to improve the internal control environment. The Specialist will also foster greater compliance with rules and regulations. The Specialist will also assist with regulating disallowances to ensure that monies are used for the intended purpose.

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

Program Manager, Records, \$76,385 - \$76,385 – Job ID# 645543

The Records Management unit is looking for a Records Program Manager who will work under the directions of the Chief Counsel and the Deputy Director, Records. The Program Manager will assist with maintaining and managing the agency's electronic and physical records. This includes any day-to-day responsibilities and creating and implementing policies around agency records. The Program Manager will work with staff to ensure that all records are in compliance according to City policies and procedures.

Legal – College Aide (1L/2L), \$16.50 – \$19.00 Job ID# 684544

The Legal Affairs Unit is tasked with reviewing FOIL requests, collecting responsive records, making the determination as to whether to withhold or redact those records pursuant to one of the exemptions in New York Public Officers Law Section 87, and redacting the records as necessary. Interns will be asked to perform this last step – redacting Personally Identifiable Information (PII) from a variety of records in preparation for disclosure. The Legal Affairs Unit is also tasked with summarizing New York City and New York State Executive Orders and uploading these summaries to the New York City Emergency Management (NYCEM) Legal Affairs Unit section on the agency's intranet page. New York City and New York State Executive Orders are summarized within a spreadsheet and updated on an ongoing basis as new orders are issued. As part of this function, the intern will manage the posting of executive orders and Interagency MOUs and Settlements. Lastly, the intern will support the Legal Unit in day-to-day activities such as legal research, responding to correspondence and legal issue spotting. Interns will be expected to attend meetings with Legal Unit staff and interface with other NYCEM units and divisions.

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.

Resiliency Grants Specialist, \$68,428 - \$68,428– Job ID# 695155

NYC Emergency Management seeks a candidate responsible for supporting and coordinating mitigation efforts to reduce risk of climate change and extreme weather hazards, and increase resiliency of NYC communities, infrastructure, and facilities. This includes supporting coordination of scoping projects for the City's applications for hazard mitigation funds, such as Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Community (BRIC) grants; supporting implementation of the City's hazard mitigation grant awards and coordinating with implementing agencies on meeting federal grant and other requirements throughout the project lifecycle.

Community Resiliency Planner \$68,428 - \$68,428– Job ID# 683079

With latitude for independent initiative and judgment, NYC Emergency Management seeks a candidate responsible for supporting and coordinating community resiliency planning, which includes helping communities build an understanding of community risks and their

appropriate mitigation actions, as well raising awareness of recovery actions.

Deputy Director, Planning, \$91,237 - \$97,919– Job ID# 695153

NYCEM is seeking a seasoned candidate with experience in project management, emergency planning, and strategic planning for the Deputy Director of Planning position. Reporting to the Director of Planning, the Deputy Director of Planning will work with staff and colleagues across the agency to oversee activities related to citywide emergency planning, including the planning process and management of planning portfolios. The Deputy Director is expected to lead, support, and track major emergency planning initiatives; facilitate intraand interagency coordination and communication; define and promote standards and implements quality assurance to produce high-quality, actionable, and user-friendly documents; and support strategic planning and initiatives. Additionally, the Deputy Director will directly manage all Program Managers within the team.

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.

Deputy Director, EOC, \$91,237 - \$97,919 – Job ID# 695145

The Deputy Director, EOC is responsible for maintaining NYCEM's constant state of readiness for EOC activations. This includes creating activation-focused policies, procedures, and guidance materials, and leading EOC readiness activities for NYCEM and partner staff. The Deputy Director, EOC will routinely liaise with NYCEM, partner agency, and vendor stakeholders to build sustainable staff capacity for EOC activations, expand skill-building opportunities for NYCEM and partner agency EOC staff, identify improvements to EOC processes and systems, and serve as primary point-of-contact for EOC policies and procedures.

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>**



Try email marketing for free today!