

# Emergency Management Internship Position Description

**Position Title:**

Homeland Security and Emergency Management Intern (**unpaid internship**)

**Name and Location of Agency/Department Requesting Intern:**

City of Phoenix Office of Homeland Security and Emergency Management  
200 W Washington St. 14<sup>th</sup> Floor  
Phoenix, AZ 85003

**Functions of Agency/Department:**

The primary function of the Office of Homeland Security and Emergency Management (OHS&EM) is to ensure that the City of Phoenix is adequately prepared to respond to and recover from natural disasters, acts of terrorism, and other types of human-caused disasters. Its goal is to reduce the cities vulnerability to hazards, while also enhancing its resiliency to them.

**Intern Duties/Responsibilities:**

The primary duty of the Homeland Security and Emergency Management Intern will be to provide technical and/or administrative assistance in emergency preparedness and planning projects. Some examples of projects interns may work on, are:

- exercise design and development for the 2017 NCAA Final Four
- updating and managing the Office's website and social media accounts
- public information via social media and the Office's website.

Duties may also include assisting staff in the day-to-day operations within the Office of Homeland Security and Emergency Management; answering inquiries by phone and through written communications; preparing documents and reports; assisting with research assignments and special projects; attending meetings or community events; filing, photocopying, etc.

**Educational Requirements:**

This position is best suited for undergraduates, graduate students or recent graduates with backgrounds in: Emergency Management, Public Safety, Political Science, Public Administration, Law, Public Affairs, Communications, Public Relations, Public Policy, History, or related fields. Ideal candidates will have a strong interest in working within the field of Emergency Management.

**Skills, Training or 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. Previous office experience preferred. Professional appearance and business attire required.

**Time Commitment:**

Minimum 15 - 20 hours per week for 3 or more months (6 months preferred). Hours must be scheduled in 3- to 8-hour blocks of time during regular business hours (Monday through Friday between 8 a.m. and 5 p.m.). Applicants able to schedule the maximum hours/duration listed for the internship typically gain a more in-depth experience.

**Benefits Available to Intern:**

Although this is an unpaid internship that does not lead to permanent employment, the position offers students or recent graduates experience in working within a large governmental entity. The Office of Homeland Security and Emergency Management provides exposure to many different aspects of legislative relations, as staff coordinate daily with local, state and federal governmental agencies as a part of routine operations. The Office of Homeland Security and Emergency Management works closely with the City Manager's Office and offers a unique perspective on how public safety and local government interface. This assignment also provides an opportunity for students to explore career options, apply academic knowledge and skills to the workplace, gain career skills, build resumes and network with professionals in their fields of interest.

**Application Deadline:** December 15, 2016

**Position Start Date:** Mid-January