



CITY OF LOS ANGELES
EMERGENCY MANAGEMENT DEPARTMENT
EMERGENCY MANAGEMENT INTERNSHIP PROGRAM
emergency.lacity.org/internship



POSITION

Emergency Management Intern

SALARY

\$20.48 per hour or course credit per higher education institution

SCHEDULE

20 hours per week for 12 consecutive weeks, with an option to continue

DUTIES

The City of Los Angeles Emergency Management Department (EMD) is currently taking applications for the **Fall 2018 Emergency Management Internship program**. This highly competitive internship program is open to students interested in emergency management and pursuing a degree in emergency management, homeland security, public administration, public policy, strategic planning, public health, or a related field. Interns will receive hands-on experience and will be assigned projects related to emergency management in one of four divisions: Operational Readiness, Planning, Training & Exercise, and Community Preparedness & Engagement.

Participants will have the opportunity to participate in Emergency Operations Center (EOC) activations; work with representatives from various City of Los Angeles departments, business partners, and non-profit organizations; and will have access to City hosted emergency management training and related meetings as available. Interns will prepare reports, research, recommendations, and correspondence on behalf of EMD.

ABOUT THE DEPARTMENT

EMD acts on behalf of the Mayor, the City Council, Emergency Operations Board, and Emergency Operations Organization on matters of city-wide emergency planning, training, mitigation, recovery, and Emergency Operations Center readiness. The Department strives to increase the preparedness of all Angelenos; enhance the City's collective ability to plan for, mitigate, and respond to emergencies; and expand the City's continuity of operations/continuity of government capabilities.

REQUIREMENTS

All applicants must meet the following minimum requirements:

- Enrolled in or recently completed an undergraduate or graduate degree, preferably in emergency management, homeland security, public administration, public health, or a related field
- Strong interest in emergency management or public service
- Strong oral and written communication skills, ability to work independently and with minimal supervision, detail-oriented, ability to strategize and solve complex problems
- Proficient in Microsoft Office applications

To apply, email a cover letter and resume to:

emdcommunications@lacity.org

Include "**Internship Application**" in the subject of your email

<http://emergency.lacity.org/internship>