



Public & Community Affairs Internship

Salary: Unpaid (Course Credit)
Location: Houston Emergency Center
(5320 N Shepherd Drive, Houston, Texas
77091)

Applications accepted from: All Persons
Job Type: Temporary/Seasonal Internship
Workdays and Hours: Minimum of 20
hrs/week with a flexible schedule

Description of Duties:

- Assists the Public Information Officer with managing the public and community affairs program in the Office of Emergency Management (OEM).
- Develops news releases, social media messaging, graphics and website products for the OEM.
- Assists in real-world events to manage emergency public information and public/media inquiries.
- Maintains day-to-day community outreach programs, including distribution of disaster preparedness materials and scheduling and conducting presentations.
- Generates reports and data for departmental and City executives.
- Assists the PIO in creating and fostering relationships with Voluntary Organizations Active in Disaster (VOADs) and community organizations.
- Provides technical and writing assistance to City staff in the use of media-related content-management systems.
- Assists the PIO in developing and maintaining emergency public information plans and procedures.
- Other duties as assigned.

Minimum Requirements:

- Must be enrolled full-time in an accredited bachelor or master's degree program in the areas of public administration, government, emergency management, homeland security, or other closely related field, or have graduated from a program described above within one (1) calendar year of your start date.
- Must have adequate transportation to/from the Houston Emergency Center (HEC).
- If currently enrolled, must receive credit from sponsoring institution for participation.
- Must be able to pass a criminal background check, obtain and maintain federally mandated security clearances where required.
- May not be currently employed by the City of Houston either as a full time, temporary, seasonal, or contract employee.

Preferred Skills:

- Experience with the Microsoft Office suite.
- Experience or academic coursework in emergency management and homeland security.
- Experience developing products for the media, copy writing, graphic design and/or web design.
- Working knowledge of HTML5 and CSS.



- Demonstrated fluency in a language other than English (preferred: Spanish, Vietnamese, Chinese, Arabic, or French).
- Completion of basic ICS courses (100, 200, 700, 800).

Application Information:

Contact Division Manager Mark Rayne at mark.rayne@houstontx.gov for information on how to apply for an internship with the Office of Emergency Management.