



# Emergency Management 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 (Summer or Fall of  
2017)

## Description of Duties:

- Assist Office of Emergency Management (OEM) staff in projects relating to: Mass Care & Shelter, Training & Exercise, EOC Data Management, Emergency Response Planning, Mitigation Planning and Emergency Public Information.
- Assist in the coordination of emergency response of various types under the supervision of OEM personnel.
- Assist with research assignments and special projects.
- Attend and coordinate public outreach activities.
- Assist OEM Staff in daily operations.
- Prepare documents and reports.
- Attend required or recommended trainings.

## Minimum Requirements

- Must be enrolled full-time in an accredited bachelor or master 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.
- 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

Please submit an application, resume, cover letter, and unofficial transcript of current academic program to Michael Walter ([Michael.Walter@houstontx.gov](mailto:Michael.Walter@houstontx.gov)).