



Emergency Management Internship

Salary: Unpaid (Course Credit)

Location: Houston Emergency Center (5320 N Shepherd Dr., 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:

- Assist Office of Emergency Management (OEM) staff with Mass Care & Sheltering, Training & Exercise, EOC Data Management, Emergency Response Planning, Mitigation Planning and Emergency Public Information.
- Under OEM staff supervision, assist with emergency response.
- Assist with research and special projects.
- Attend and coordinate public outreach activities, including speaking engagements.
- Assist OEM staff with daily operations, including clerical duties.
- Prepare documents and reports.
- Attend required or recommended trainings.

Minimum Requirements

- Must be enrolled full-time in an accredited bachelor's or master's degree program in the areas of public administration/policy, 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 and 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 Cory Stottlemeyer (Cory.Stottlemeyer@houstontx.gov).