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 Stottlemyer (Cory.Stottlemyer@houstontx.gov).