**Georgia Emergency Management and Homeland Security**

**Logistics Internship Opportunity**

**Sumer Semester 2019**

Title: Logistics and Resource Management

Department: Emergency Management

**Work Schedule: Monday-Friday**

**Hours per week: 20-30 hours**

**Compensation:**

* Undergraduate Interns $8.00/hour
* Graduate Interns $10.00/hour

**Number of openings: 1**

**Location:** Position is available in Atlanta at GEMA/HS - 935 United Ave. SE, Atlanta, GA 30316

**Supervisor:** Greg Koller, Logistics Section, Emergency Management Division

***Internship Description:***

The Georgia Emergency Management and Homeland Security Agency is the lead state agency for coordination of emergency and disaster response activities.

The Logistics Section is responsible for the Logistics and Resource Management Program for Georgia’s Emergency Management Homeland Security Agency. Provides supervision and coordinates logistics activities for the State in preparation for and during disasters and emergencies. Plans and coordinates the acquisition, transportation, storage and distribution of emergency supplies, equipment and services. Manages inventory of property, equipment and supplies. Administers contracts for emergency supplies, facilities, equipment and services. Provides assistance and training to staff in the area of Logistics. Assist with and/or executes interstate and intrastate mutual aid through state mutual aid agreements and the federal Emergency Management Assistance Compact (EMAC). Prepares and maintains emergency management logistics policies, plans and annexes.

**Key aspects of this internship include:**

* Assisting with the Logistics and Resource Management Program review and update process.
* Participate in the forward cache of emergency response resources to support operational requirements.
* Participate in state procurement and contract renewal process.
* Assist with plans and annex updates.
* Participate with inventory and warehousing process.

***Educational Requirements:***

* Current enrollment in an undergraduate or graduate program in Logistics or Emergency Management with a 3.0 GPA or greater.

***Position Specific Requirements:***

* Must have a clear criminal history, no adult and juvenile record of arrests or convictions.

***Desired Competencies:***

* Good analytical / problem solving skills
* Excellent research skills
* Ability to write and edit content
* Excellent verbal and written communication skills

This intern will have the opportunity to learn about the mission and scope of our state’s emergency management agency, explore career options in the public sector, apply knowledge and skills gained in the classroom in a work environment, and begin to build a network of professional contacts within the state.

To apply, submit resume and cover letter to Human Resources via email at: internship@gema.ga.gov