

GEMA/HS

Title: Hazard Mitigation Program Intern

Department: Hazard Mitigation Division

Summer Semester 2019

Work Schedule: Monday-Friday

Hours per week: 20 hours

Number of openings: 1

Compensation:

- Undergraduate Interns \$8.00/hour
- Graduate Interns \$10.00/hour

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

Supervisor: Alan Sloan, Hazard Mitigation Planning Program Supervisor
Stephen Clark, Hazard Mitigation Deputy Manager

Internship Description:

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

The Hazard Mitigation Division is charged with implementing the Hazard Mitigation Program with the goal of reducing the potential impact of disasters throughout the State of Georgia. The Mitigation Planning Program is charged with providing resources, guidance and assistance in the development and update of local Hazard Mitigation Plans to ensure communities remain eligible for grant funding to implement mitigation measures identified in their local plan. The Program is also charged with the maintenance and update of the State Hazard Mitigation Strategy to ensure the State's continued eligibility to participate in available mitigation grant funding programs and to ensure the State's efforts at reducing the overall potential impacts to disasters are the most effective.

Key aspects of this internship include:

- Review of the State Hazard Mitigation Strategy
- Support the Mitigation Planning Team:
 - Update of the State Hazard Mitigation Strategy
 - Update of the status of local Critical Facility data entry
- Support the Mitigation Risk Reduction Team:
 - Complete project file reviews
 - Develop property acquisition folders for past Hazard Mitigation projects
 - Review Mitigated Properties data for consistency with project file

Educational Requirements:

- Current enrollment (as a junior or higher) in or within one semester of graduation from an undergraduate or graduate program in Emergency Management, Public/Environmental Health, Geography, Public Administration, Urban and Regional Planning, Political Science, Criminal Justice, or the Geosciences with a 3.0 or better GPA.

Position Specific Requirements:

- Ability to work hours outside of normal schedule in the event of disaster activation.
- Ability to travel periodically within the state for meetings.
- Ability to simplify and aggregate complex information provided in various formats in such a way that can be used efficiently by as many people as possible.
- Strong capabilities with Word and Excel.
- Ability to act responsibly and professionally with various different local, state, and federal partners.

Desired Competencies:

- Demonstrated interest in a career in Public Service with an emphasis in Emergency Management, Community Planning or a related field
- Good analytical / problem solving skills
- Excellent research skills
- Excellent verbal / 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 in planning and emergency management.

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