



Georgia Emergency Management and Homeland Security Internship Opportunity

Summer Semester 2019

Title: Emergency Management Division Intern
Department: Operations

Work Schedule: Monday-Friday
Hours per week: 25-35 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 Headquarters Office- 935 United Avenue, Atlanta, GA 30316

Supervisor: David Fite, Operations 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 Operations Section is the Agency Liaison between all external partners including non-governmental entities. This section develops and maintains professional relationships and processes that cover a wide range of disciplines around the state that help to support the mission of the agency.

Key aspects of this internship include:

- Updating Operational Plans (TBD).
- Help Develop working digital filing system for the Safe Dam Program.
- Assist with conducting annual EMAP internal assessments for the year 2019.
- Help with developing the Operations Section Standard Operational Guide for the State Operations Center.
- Help to develop digital and WEBEOC complaint operational checklists from the Synchronization Matrix's for all disasters.

Educational Requirements:

- Current enrollment (as a junior or higher) in an undergraduate or graduate program in Graphic Design, Communication, Public Relations or related degree with a 3.0 or better GPA.

Position Specific Requirements:

- Strong capabilities with Word, Excel, PowerPoint and SharePoint
- Experience with data management systems
- Strong organization and attention to detail
- Ability to act responsibly and professionally with various different local, state, and federal partners.

Desired Competencies:

- Good analytical / problem solving skills
- Excellent research skills
- Ability to write and edit content
- Excellent verbal 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