



Georgia Emergency Management and Homeland Security Internship Opportunity

Any Semester in 2019/2020

Title: Training and Exercise Intern
Department: Training and Exercise

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 Forsyth at GEMA/HS Training Office- 1000 Indian Springs Drive, Forsyth, Georgia 31029

Supervisor: Edward Westbrook, State Training 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 Training and Exercise Office is responsible for developing and executing a range of training courses and exercises to a wide variety of disciplines around the state that help to support the mission of the agency.

Key aspects of this internship include:

- Creating a database to track and credential members of the Incident Management Teams.
- Updating current training databases and systems.
- Assisting with the development of training materials
- Assisting with the development of State and Agency exercises
- Participation in State and Local exercises

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, and PowerPoint
- 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