**Jefferson County Emergency Management Agency**

**Internship Job Description**

Jefferson County Emergency Management Agency’s (JCEMA) (unpaid) internship program provides real-world knowledge and experience in an all-hazards emergency management environment. Our internship program seeks qualified graduate and undergraduate students who are majoring in a wide variety of fields including emergency management, public affairs/communications, public health, public safety, public administration, non-profit and many others.

A highly qualified applicant will possess the following: self-motivation, attention to detail, critical thinking skills, excellent oral and written communication skills, and the ability to work both independently and within a team environment.

The goal of the JCEMA internship program is to help bridge the gap between learned knowledge and practical application by discussing and assigning mutually agreed upon projects, emergency management coursework and participating in various daily emergency management activities.

**Internship Duties and Responsibilities:**

*Duties*: JCEMA interns should be proactive in their pursuit of emergency management knowledge by actively engaging in the opportunities and coursework presented to them by the JCEMA staff, to the extent possible.

*Responsibilities*: JCEMA interns are responsible for timely submission on their assigned projects and coursework. Additionally, JCEMA interns are responsible for keeping track of their own hours using a university provided software system, a system provided by JCEMA (Smartsheets) or in Excel. Contact your academic advisor for requirements and gain course credit.

The JCEMA intern will provide their JCEMA supervisor with the University point of contact name and email.

**Educational Requirements:**

This position is best suited for undergraduates, graduate students, or recent graduates. The ideal candidate will possess a strong interest in the field of emergency management. Candidates must possess a GPA of 2.5 or higher to be considered.

**Code of Conduct**:

All interns are subject to the same policies and guidelines as Jefferson County employees. Interns are expected to:

• Adhere to agreed upon work hours and all county policies and procedures.

• Adhere to county polices governing the observation of confidentiality and the handling of confidential information.

• Assume personal and professional responsibility for his/her actions and activities.

• Maintain professional relationships with all EMA partners, county employees and Jefferson County residents, etc.

• Relate and apply knowledge acquired in the academic setting to the professional setting.

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| Cell Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Emergency Contact Name | Click or tap here to enter text. |
| Emergency Contact Cell | Click or tap here to enter text. |
| University POC, Name and Cell number | Click or tap here to enter text. |

By signing this document, the intern agrees to these conditions.

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