



CITY OF LOS ANGELES
EMERGENCY MANAGEMENT DEPARTMENT



FALL 2009 INTERNSHIP PROGRAM

POSITION

Emergency Management Intern

SALARY

Course Credit (per higher education institution)

DUTIES

The City of Los Angeles Emergency Management Department (EMD) is currently taking applications for unpaid internships. This highly competitive program in the nation's 2nd largest city is open to graduate students interested in emergency management and pursuing a degree in emergency management, homeland security, public administration, strategic planning, or a related field. Interns will receive hands-on learning experiences, as they will be fully integrated into the Department and will be assigned projects related to emergency planning, emergency operations, and community preparedness. Interns may also prepare reports, research, recommendations, and correspondence on behalf of EMD, the Emergency Operations Organization, or other administrative bodies as directed. Interns will work with representatives from various City of Los Angeles departments, business partners, and non-profit organizations.

All participants in this program will be assigned a mentor who is an experienced emergency management professional. A final review of each intern will be conducted to facilitate the intern's learning and growth as an emergency management professional. Further, Interns will have access to all City hosted emergency management training courses and related meetings as available at no cost.

ABOUT THE DEPARTMENT

EMD acts on behalf of the Mayor, the City Council, Emergency Operations Board (EOB), and Emergency Operations Organization (EOO) on all matters of city-wide emergency planning, training, mitigation, recovery, and Emergency Operations Center (EOC) readiness. The Department strives to coordinate and manage Citywide emergency management activities with the goals of increasing the preparedness of Angelenos; enhancing the City's collective ability to plan for, mitigate, and respond to emergencies; and expanding the City's continuity of operations/continuity of government capabilities. WWW.LACITY.ORG/EMD

REQUIREMENTS

All applicants must meet the following minimum requirements:

- Enrolled in or completed a graduate degree program at an accredited university, preferably in emergency management, homeland security, public administration, strategic planning, or a related field
- Minimum of 3.0 Cumulative GPA preferred
- Strong oral and written communication skills; Detail-oriented; Creative thinker and ability to strategize and solve complex problems
- Proficient in Microsoft Office applications
- References and writing sample may be required.

All interns will be expected to work a minimum of five hours per week and a maximum of twenty hours per week throughout quarter/semester.

Interested applicants should email a cover letter and resume to:

Devra Brukman, Emergency Preparedness Coordinator at Devra.Brukman@lacity.org.

Please include: **Fall Internship** in the subject of your email, and note your availability.

Applications for the fall program will be accepted through September 17, 2009.

Filing may close at any time without prior notice after a sufficient number of applications have been received.