



# Intern Opportunities

<b>Position (Non-Paid):</b>	<b>Continuity of Operations Intern</b>
<b>Department:</b>	<b>Emergency Management</b>
<b>Duties:</b>	<p>Continuity of Operations (COOP) is an effort to ensure the most fundamental services of Pinellas County can continue in an event that disrupts facilities, equipment, information technology (IT), or personnel. The plan that this intern assists with will help ensure that the County is able to continue to operate in a disaster.</p> <p>The intern will understand the concept of continuity planning and the elements of a viable continuity program. In addition, all interns in Emergency Management experience a variety of experiences in preparedness, emergency response and recovery. This is an excellent opportunity for anyone who is interested in obtaining experience in the emergency management field, has an interest in public service and who is excited to contribute to the public safety of our community.</p> <p>OTHER INTERN/VOLUNTEER RESONSIBILITIES: Assist with special needs registration, outreach, EOC and training support.</p>
<b>Location:</b>	10750 Ulmerton Road, Largo, FL 33778
<b>Map:</b>	<a href="#">gmap</a>
<b>Schedule:</b>	Flexible for 3 or more months
<b>Additional Information:</b>	Intern will need to have strong communication and written skills. Working knowledge of Microsoft Word, Excel and Outlook. Experience with Microsoft Access would be a plus, but it can be learned during the project. Once on the project, intern or volunteer will be asked to take back FEMA training that is required of all staff, plus FEMA's Independent Study (IS) Course: IS-546.A: Continuity of Operations Awareness Course
<b>Facility Operating Hours:</b>	Mon. – Fri., 9 a.m. to 5 p.m.
<b>Contact:</b>	Mary Burrell at (727) 464-3815 or by <a href="#">email</a> .
<b>How to Apply:</b>	First contact the department to discuss the position. Then complete the brief <a href="#">internship application</a> .

***Thank you for your interest in internships at Pinellas County!***