### Position (Non-Paid):
**Emergency Warning and Notification Intern**

### Department:
**Emergency Management**

### Duties:
Emergency Management is responsible in part for Warning and Notification to partners and the public. Maintaining this information is critical, as well as continually adding and adapting the messages prepared for dissemination.

This intern will perform a variety of tasks related to the maintenance of the database for various emergency notification systems, creating message templates, promoting the public emergency notification system and working with partners in the county, city, state and federal level for contact updates.

EM interns also assist in departmental activities and emergency response. They participate in staff meetings, have access to FEMA and departmental training, assist with EM activities and outreach events.

Interns and volunteers in Emergency Management are a part of the EM Team and experience a variety of urgent responses and recovery. This is an excellent opportunity for anyone who is interested in pursuing a career in public service and specifically in the public safety of our community.

### Location:
10750 Ulmerton Road  
Largo, FL 33778

### Map:
gmap

### Schedule:
Flexible for 3 or more months

### Additional Information:
The candidate should be comfortable with computers and be able to quickly learn new systems. Proficiency in Word, Excel, Access and PowerPoint is required. Required training is provided by the department. Because Emergency Management operates out of the Public Safety Complex, which is a secured facility, a second level of security clearance is required.

### Facility Operating Hours:
Mon. – Fri., 9 a.m. to 5 p.m.

### Contact:
Mary Burrell at (727) 464-3815 or by email.

### How to Apply:
First contact the department to discuss the position. Then complete the brief internship application.