



# Intern Opportunities

<b>Position (Non-Paid):</b>	<b>Public Shelters Management Assistance Intern</b>
<b>Department:</b>	<b>Emergency Management</b>
<b>Duties:</b>	<p>Interns and volunteers in Emergency Management are a part of the EM Team and experience a variety of urgent responses and recovery. This position offers a rare opportunity to learn about evacuation shelters and assist in their set-up and functions. 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.</p> <p>This intern will work under the Emergency Coordinator who manages the shelter system and coordinates agencies, facilities, supplies and overall logistics. Tasks may include:</p> <ul style="list-style-type: none"> <li>• Visit schools to inventory resources and other tasks as required.</li> <li>• Assist with training, outreach and other team activities.</li> </ul>
<b>Location:</b>	10750 Ulmerton Road Largo, FL 33778
<b>Map:</b>	<a href="#">gmap</a>
<b>Schedule:</b>	15 hours per week
<b>Additional Information:</b>	<p>A good working knowledge of Outlook, Word, Powerpoint and Excel. Must be outgoing, flexible and willing to work with community partners and on a variety of projects. This intern will work in the office and will also be tasked to visit sites in the county.</p> <p>Because EM operates out of a Public Safety Complex, which is a secured facility, a second level of clearance is required.</p>
<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!***