



# Intern Opportunities

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| <b>Position (Non-Paid):</b>      | <b>Special Projects Assistant Intern</b>  |
| <b>Department:</b>               | <b>Emergency Management</b>   |
| <b>Duties:</b>                   | <p>Each intern is assigned a project that contributes to specific responsibilities that fall under the auspices of Emergency Management, such as are emergency shelters, healthcare emergency plan overview, damage assessment collection, coordination of training for the county partners, assistance in the development of disaster plans for businesses and industry, survey hazardous material locations, coordinate special needs registration for special needs shelters and education/outreach.</p> <p>This intern will work with an emergency coordinator in one of these specialized fields. In addition, they assist with special needs registrations, training and operations support and outreach.</p> <p>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.</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>   | Proficiency in Word, Excel and PowerPoint. Ability to learn systems quickly and adapt easily. Specific FEMA training courses are required and will be provided once the candidate begins. Because EM operates out of the Public Safety Complex, which is a secure facility, a second level of security clearance is required. Interns may also assist staff with training and preparing outreach materials. A minimum amount of outreach assistance is expected, which could include events that are held outside or require set-up.  |
| <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> .  |