



**CITY OF LOS ANGELES  
EMERGENCY MANAGEMENT DEPARTMENT  
EMERGENCY MANAGEMENT INTERNSHIP PROGRAM**

[www.laemuc.org/home/Internship](http://www.laemuc.org/home/Internship) · [emergency.lacity.org](http://emergency.lacity.org)



## **POSITION**

Undergraduate Emergency Management Intern

## **SALARY**

\$12.37- \$15.15 per hour or course credit per higher education institution

## **SCHEDULE**

10 - 20 hours per week for 10 consecutive weeks with potential for extension based on performance

## **DUTIES**

The City of Los Angeles Emergency Management Department (EMD) is currently taking applications for the Undergraduate Emergency Management Intern position. EMD's highly competitive internship program, in the nation's 2<sup>nd</sup> largest city, is open to undergraduate and 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, communications, or community preparedness. Interns may also prepare reports, research, recommendations, and correspondence on behalf of EMD. Interns will have the opportunity to 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. Interns will have access to City hosted emergency management trainings and related meetings, as available and 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. <http://emergency.lacity.org>.

## **REQUIREMENTS**

All applicants must meet the following minimum requirements:

- Enrolled in an accredited college or university on a full-time basis (9 semester units/12 quarter units)
- Minimum of 2.5 cumulative GPA (minimum of 3.0 cumulative GPA preferred)
- Strong oral and written communication skills; Ability to work independently and with minimal supervision; Detail-oriented; Creative thinker and ability to strategize and solve complex problems
- Proficient in Microsoft Office applications

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**Interested applicants should email a cover letter, resume, and writing sample to:**

Caitlin Ishigooka, Program Coordinator, at [Caitlin.Ishigooka@lacity.org](mailto:Caitlin.Ishigooka@lacity.org)  
Include "Undergraduate Internship Application" in the subject of your email  
and note your availability (start date & hours/week).

**Applications for the fall cohort are due by September 30, 2011.**

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