

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN – EMERGENCY MANAGEMENT INTERN

Spec No. 9215

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

Provide general program assistance to Snohomish County's emergency management program.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Assists with various emergency management program activities.
2. Assists with meeting logistics, facilitation and supporting documentation tasks.
3. Assists with the development of checklists, guidelines, plans and user guides, etc.
4. Assists in the support of disaster trainings and exercises.
5. Assists with the maintenance of database content.
6. Assists with public education and outreach activities.
7. Assists with various operational tasks in the Emergency Coordination Center (ECC) during activations due to exercises or disasters.
8. Attends trainings and participates in exercises to gain skills as an emergency management professional.

STATEMENT OF OTHER INTERNSHIP DUTIES

9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may either provide proof of summer or fall enrollment.

Must be currently working towards a higher education degree from an accredited program. This includes, but is not limited to emergency management, social / natural / applied sciences, public safety, homeland security, planning or other related field.

PREFERRED QUALIFICATIONS

Proficiency in Microsoft Office applications such as Word, Excel, PowerPoint, Publisher and/or Access are desired. Proficiency in ESRI-based Geographic Information Systems (GIS) is also desired. The Emergency Management Intern should have a working knowledge of emergency management principles; and should have a working knowledge of general office procedures and practices.

KNOWLEDGE AND ABILITIES

Increase Intern Knowledge of:

- the principles and practices of emergency management
- the organization, structure and function of county government
- business writing and report preparation
- required records maintenance and necessary report preparation
- presentation development and delivery
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines
- research and analysis techniques
- client interaction and project management

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population
- prepare clear and concise written reports and presentations
- prioritize and resolve problems
- exercise initiative and judgment; make decisions within the scope of assigned responsibility
- establish and maintain effective work relationships with elected officials, department heads, associates, volunteers, and the general public
- analyze and solve work related problems

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SUPERVISION

Intern will receive direction from the Deputy Director or designee. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. There may be an opportunity to travel to off-site locations. Interns may be asked to serve in the Emergency Coordination Center in an operational capacity during exercises, emergencies, or disasters.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2017

EEO Category: 5 - Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage.