

Position Title:

Emergency Management Information Entry Intern

Name & Location of Agency/Department Requesting Inter:

Monroe County Office of Emergency Management
100 Gypsum Road
Stroudsburg, Pa 18360

Functions of Agency/Department:

The Monroe County Office of Emergency Management is dedicated to the development, establishment and maintenance of programs and procedures which will provide for the protection of lives and property of Monroe County residents from the effects of natural or man-made disasters. Natural or man-made disasters to which the county is subject and for which the office must train and properly respond include floods, major fires, storms, radiological or hazardous material incidents, aircraft accidents, mass casualty incidents and any emergency related function that supports other Monroe County First Responders.

Intern Duties/Responsibilities:

The primary duty of the Emergency Management Information Entry Intern will be to input incident and disaster specific data into the incident management system and will submit shift reports based on data entered. This data may be received through verbal, phone, fax, e-mail, and/or radio communication. The Emergency Management Information Entry Intern is also responsible for crafting and disseminating emergency alert messages through the ReadyNotifyMonroe emergency text alert system related to emergency incidents within Monroe County. This person must be able to interface with all levels of government as well as the private and volunteer sector. In addition the Emergency Management Information Entry Intern is under the direct and immediate supervision of the Director of Emergency Management. In the event of emergency operation center (EOC) activation, the Emergency Management Information Entry Intern will be assigned to the Documentation Branch under Emergency Support Function #5 – Emergency Management.

Educational Requirements:

This position is best suited for undergraduates, graduate students or recent graduates with backgrounds in: Emergency Management, Public Safety, Political Science, Public Administration, Law, Public Affairs, Communications, Public Relations, Public Policy, History, or related fields. Ideal candidates will have a strong interest in working within the field of Emergency Management. In addition, the selected interns will have completed a minimum of thirty (30) semester credits.

Skills, Training or Qualifications:

Computer Skills: Must be able to maintain at least a 92% accuracy level of typing at least 35 words per minute. Must be able to use Microsoft Office products and have knowledge of click and drag, copy and paste.

Communication Skills: Ability to listen to and understand directives; ability to write and speak in an understandable, accurate, positive manner. Must be able to gather pertinent information quickly and accurately; able to communicate the information professionally and precisely to the proper recipient. Must be able to maintain a high level of accuracy, be courteous with other employees, the public and user agencies. To be able to read and understand correspondence, memoranda and directives.

Decision Making Skills: Act in a decisive manner, use good judgment. Able to assess problems and situations quickly, able to anticipate needs and avoid overreaction, to maintain flexibility in adjusting to situations and procedures, to support and carry out directives.

Interpersonal Relationship Skills: Be consistent in dealing with people, personal integrity, sensitivity to other's problems without direct involvement, exclusion of personal biases from work performance, ability to accept discipline, tact and diplomacy, promoting a cooperative, positive attitude, political sensitivity.

Professional Attitude Skills: Emotional stability, self motivation, loyalty and commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, personal appearance, self confidence.

Working Skills: Able to produce HIGH quality accurate work. Able to detect and correct errors, able to perform tasks simultaneously if necessary. Able to coordinate heavy work load to maintain organization. Able to utilize work time properly.

Personal Skills: Highly reliable, ability to maintain high degree of confidentiality, flexible in scheduling needs, ability to maintain a calm demeanor under high levels of stress.

Time Commitment:

Maximum 15-20 hours per week for 3 or more months (6 months preferred). Hours must be scheduled in 4-8 hour blocks of time. Applicants able to schedule the maximum hours/duration listed for the internship typically gain a more in-depth experience.

Benefits Available to Intern:

Although this is an unpaid internship that does not lead to permanent employment, the position offers students or recent graduates experience in working within a large governmental entity. The Emergency Management Division provides exposure to many different aspects of legislative relations, as staff coordinate daily with local, state and federal governmental agencies as a part of routine operations. The Office of Emergency Management is one of the few assignments within the County where the intern may be exposed to multi-faceted government coordination. This assignment also provides an opportunity for students to explore career options, apply academic knowledge and skills to the workplace, gain career skills, build resumes and network with professionals in their fields of interest.

Applicant Evaluation and Selection Criteria:

Interested students will submit the completed the Internship Program application (Attachment A) with the following attached:

- Cover letter
- Copy of resume
- 500 word essay: How do you see emergency management evolving over the next five years?
- Official College Transcripts (must be sealed and in unopened envelope)
- 2 letters of recommendation from current college or university faculty members

Application packets will be submitted to:

Monroe County Office of Emergency Management
100 Gypsum Road
Stroudsburg, Pa 18360

Evaluation and Selection of Emergency Management Information Entry Interns can take up to **two months** to complete. Applicants will be evaluated by a selection committee comprised of Monroe County Office of Emergency Management and Monroe County Control Center officials. Successful applicants may receive up to two (2) in-person interviews and will need to prove clean criminal history through FBI criminal background check and finger printing.