



**CITY OF LOS ANGELES
EMERGENCY MANAGEMENT DEPARTMENT
EMERGENCY MANAGEMENT INTERNSHIP PROGRAM**
www.laemuc.org/home/Internship · emergency.lacity.org



POSITION

Emergency Management and Technology Intern

SALARY

\$18.59 per hour or course credit per higher education institution

SCHEDULE

15 - 20 hours per week for ten (10) consecutive weeks

DUTIES

The City of Los Angeles Emergency Management Department (EMD) is currently taking applications for the Spring 2013 Emergency Management Internship program. EMD's highly competitive internship program, in the nation's 2nd largest city, is open to graduate students interested in emergency management information technology and pursuing a degree in computer science or business, computer information systems, database technology, or a related field. Interns will receive hands-on experience, as they will be fully integrated into the Emergency Operations Center (EOC) and will be assigned projects related to implementing and maintaining technology in support of emergency operations, including hardware, software and automated systems and emergency management technology. 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 information technology professional.

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 or completed a graduate degree program at an accredited university, preferably in computer science, business or computer information systems or a related field
- 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 computer hardware and software on various platforms, computer imaging, database development and computer programming
- Preferred knowledge of Local Area Network (LAN), Microsoft (Operating System, Office) PC hardware configuration, ActiveDirectory services, (Novell or Microsoft), GIS

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

Gabriela Noriega, Program Coordinator, at Gabriela.Noriega@lacity.org

Include "Internship Application" in the subject of your email and note your availability (start date & hours/week).

Applications for the Spring cohort are due by March 18, 2013.

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