

ABOUT THE PITTSBURGH OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

The Pittsburgh Office of Emergency Management & Homeland Security (OEMHS) coordinates city planning, response, support and recovery efforts before, during and after large-scale events and emergencies. OEMHS is responsible for developing and implementing city-wide programs and projects that promote disaster planning, training, mitigation, response, prevention and recovery for all-hazards. The office also supports and fosters critical infrastructure protection through security and resilience efforts.

ABOUT THE WESTERN PENNSYLVANIA ALL HAZARDS FUSION CENTER (FORMERLY THE REGION 13 FUSION CENTER)

Pittsburgh OEMHS is no longer associated in a production capacity with the Western Pennsylvania All Hazards Fusion Center (WPAHFC). Interns who have an Intelligence background are still welcome to apply to Pittsburgh OEMHS, but will not be included in the WPAHFC production cycle.

INTERN DUTIES AND RESPONSIBILITIES

The primary duties of the Emergency Management/Homeland Security (EM/HS) Intern will be to provide analytical, technical, and administrative assistance on EM/HS assignments. Assignments may involve exercise design and development, preparing incident action plans, editing emergency management documents, data management, conducting public information and outreach, and assisting in infrastructure vulnerability assessments. Duties may also include assisting staff with day-to-day operations, researching assignments and special projects, working in the Emergency Operations Center and attending meetings or community events that may occur outside normal work hours.

INTERNSHIP BENEFITS

The EM/HS Internship provides an opportunity for students or recent graduates to explore career options, apply academic knowledge and skills to the workplace, gain career skills, build resumes, network with local, county, state, and federal professionals throughout Southwestern Pennsylvania.

While working, interns will:

- Complete National Incident Management System (NIMS) training and the Professional Development Series through the Federal Emergency Management Agency (FEMA).
- Attend regional emergency management meetings and network with other state and federal emergency management and homeland security professionals.
- Prepare for and/or participate in exercises (tabletop, functional, or full-scale).
- Learn about the role of local government as it relates to state, regional and federal partners.
- Gain real world experience with public safety.
- Attend various meetings with governmental partners (DHS, FBI, Pittsburgh Police).
- Update and maintain social media.
- Data entry using Regional incident management database.

SKILLS, TRAINING AND QUALIFICATIONS

The ideal candidate will work both independently as well as in a collaborative environment. Candidates must be detail-oriented while possessing excellent writing skills to prepare reports and briefings, oral communication skills, and analytical research skills. Experience with Microsoft Office Suite, especially Word and Excel is preferred. Graphic and web design experience is a plus. Previous office experience is preferred but not required.

EDUCATIONAL REQUIREMENTS

This position is best suited for undergraduates, graduate students, or recent graduates with a background in emergency management, homeland security, public safety, public administration, intelligence studies, international/national security, disaster planning, political science, or related fields. Candidates must possess a GPA of 2.5 or higher to be considered.

INTERNSHIP DETAILS

Pay: Unpaid

Duration: Spring, Summer, or Fall Semester. Interns wishing to remain for additional semesters will have priority over new interns.

Time Commitment: Interns are required to commitment at least 15 - 20 hours per week during regular business hours of Monday through Friday between 9:00 a.m. and 4:00 p.m. Ideally, two 8 hour work days are preferred. Interns may be asked to work outside of normal business hours for special events or during a disaster response when the Emergency Operations Center is activated or the Mobile Command Post deployed.

Dress Code: A professional appearance and business casual attire is required for day-to-day office work. Meetings outside of the office may require a dress shirt and tie. A coat-and-tie suit is preferred. Females are required to dress in equivalent attire on these occasions. Interns are issued two Pittsburgh OEMHS polo shirts for office work and EOC/Command Post operations.

Code of Conduct: All interns are subject to the same policies and guidelines as City of Pittsburgh employees. Intern candidates will be required to pass a background check prior to hire. Interns are expected to:

- Adhere to City policies and procedures.
- Adhere to City polices governing the observation of confidentiality and the handling of confidential information.
- Assume personal and professional responsibility for his/her actions and activities.
- Maintain professional relationships with City and Region employees, residents, etc.
- Relate and apply knowledge acquired in the academic setting to the professional setting.
- Be consistent and punctual in the submission of all work assignments.
- Academic Credit: Contact your academic advisor for requirements and gain course credit.

Background Check: Intern candidates will be required to pass a background/criminal record check prior to selection. Failure to pass the check will result in forfeiture of consideration and selection. Background/criminal record check forms will be distributed during the interview process.

Veterans Preference: Veterans who have or are currently serving in the Armed Forces (to include Active Duty, Reserve, or National Guard) will be given additional consideration.

INTERNSHIP APPLICATION REQUIREMENTS

All internship positions will be announced and applied for on the City of Pittsburgh Hiring Portal. Location of the portal and a description of the process is located on the last page of this document.

Below is a general outline of the internship selection timeline and is subject to change.

	Submission of Materials	Interview Timeframe	Start Date
Summer Term	April	May	First 2 weeks of June based on availability
Fall Term	July	August	First 2 weeks of September based on availability
Spring Term	November	December	First 2 weeks of January based on availability

Any questions regarding this internship can be submitted to uemhs@pittsburghpa.gov

City of Pittsburgh is an Equal Opportunity Employer that does not discriminate on basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status.



To view and apply for available internship positions, visit our online employment center at

www.pghjobs.net

THERE ARE 3 STEPS TO APPLY ONLINE

1. **REGISTER** (one time only) **OR LOGIN** (if already registered) at <http://www.pghjobs.net>.
NOTE: REGISTERING DOES NOT MEAN YOU HAVE APPLIED FOR ANY POSITIONS YET.
2. Complete and/or update your **EMPLOYMENT PROFILE** (Personal Info, Education, Training, and Experience). This information will be saved in our employment center, so you will not need to complete it each time you apply for an internship or job. You may change your information at any time. If you do not complete your Employment Profile information, your applications may be disqualified. It is your responsibility to update your Employment Profile (Personal information, Education, Training, and Experience) over time.
3. Click the menu in the top left corner of the webpage and select **Intern Opportunities**. Scroll through the internship opportunities listed, and click on an internship title to review position details. Click the **green button** at the top right of the intern posting to **APPLY**.

Call the Department of Human Resources & Civil Service at (412) 255-2710
if you need assistance registering in our online employment center.

