

Heartland Fire & Rescue – Emergency Preparedness Intern - Unpaid

Position Description

Heartland Fire & Rescue is a Joint Powers Agreement (JPA) for fire suppression and emergency medical services involving the cities of El Cajon, La Mesa and Lemon Grove. The JPA also provides Emergency Management support for these three cities. As an Emergency Preparedness Intern for Heartland Fire & Rescue you will be gaining real world experience working in the field of emergency management, under the supervision of the Emergency Preparedness Coordinator. You will learn about the day to day activities of emergency management and if necessary, be involved in the opening and operation of an Emergency Operations Center (EOC) during an actual disaster. We offer a broad range of opportunities within emergency management that you may be involved in and we also offer sponsorship to a variety of locally held emergency management trainings and exercises.

This is an unpaid internship

Qualifications

- Current enrollment in Emergency Management or Homeland Security program or a related field
OR
- Recent graduate of an Emergency Management or Homeland Security program or a related field

Responsibilities for this position

- Timely completion of assigned tasks
- Maintenance of city Emergency Operations Center (EOC) personnel rosters
- Assisting with the updating and maintenance of Emergency Operations Plans (EOP)
- Assist in the development of preparedness materials and programs for individuals and business
- Participating in the development of training drills and exercises utilizing Homeland Security Exercise and Evaluation Program (HSEEP) protocols
- Assisting in volunteer management and continued development of our Community Emergency Response Team (CERT)

*This list of possible assignments is not all encompassing; it is meant to be representative only.
Other duties may be assigned prior to or during the work assignment.*

Development Opportunities

- Sponsorship to locally held FEMA and Cal OES emergency management training
- Participation in local emergency management related drills and exercises
- Opportunity to attend local emergency management meetings and networking events

Time Commitment

- Varied, as scheduled or as required by your internship program

Please submit resume to:

amckellar@heartlandfire.org

For questions, please contact:

Andy McKellar, 619-667-1471

