



Emergency Management Intern

Addison Fire Department

ABOUT THE POSITION

This position will work in the Addison Fire Department's Emergency Management division. This internship will introduce the incumbent to a variety of Emergency Management activities. This position will be responsible for reviewing and updating the City's Emergency Operations Plan (EOP) and associated annexes. Other duties may include, but not be limited to: attending various Emergency Management meetings (local and regional); interfacing with various City department representatives and area Emergency Management personnel; inter-facing and responding with Fire Department personnel in matters relating to the Emergency Management function.

EDUCATION AND EXPERIENCE

This position requires the completion of junior year of college. Must have completed an Emergency Management course or have experience with the State's requirements for updating the City's Emergency Operations Plan (EOP) and related annexes. Have the ability to collaborate with diverse groups of City personnel; have strong verbal and written communication skills; and have the ability to work independently with limited direct supervision.



COMPENSATION AND SCHEDULE

The Emergency Management Intern position will work as a contract employee with a part time schedule varying from 8 to 20 hours per week by scheduling work days with the direct supervisor. This position is a paid internship with a pay rate of \$12.78 per hour.

APPLICATION PROCESS

Please submit an application, resume, and letter of interest online at www.addisontexas.net. For additional information about the Emergency Management Intern position please contact Caitlin Kite at 972.450.2817.

The Town of Addison is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, or disability in employment or the provision of services.

