

Intern Job Description

Job type: Unpaid

Position Location: North Charleston, SC

Position summary: The Charleston County Emergency Management Department is encouraging qualified individuals who are passionate and dedicated in emergency management to express their interest in joining our team. As an intern, you will have the opportunity to contribute to meaningful projects, gain practical experience, and develop valuable skills in the field of Emergency Management and Community Outreach. The successful candidate will work closely with our team to assist in various aspects of emergency management, including planning, training, exercises, and community outreach.

What you'll do:

Essential Position Functions:

- Learn the foundational principles of what it takes to create, implement, test, and improve a wide range of emergency management procedures.
- Participate in emergency simulations or occasional real-world incidents.
- Assist in development and review of disaster policies and briefings.
- Will be provided specific projects to gain experience in public safety and emergency management issues.
- Will attend meetings, exercises, and be involved in daily operations.
- Serve as an intern for the required period of time, by being an engaged and committed professional teammate.

Why you should apply:

- Opportunity for professional growth
- Networking opportunities
- Real world experience to compliment your education

What you'll need for success:

Qualifications:

- Open to students ranging from Juniors in undergrad to graduate students and/ or individuals transitioning out of the military.
- Currently enrolled in an accredited educational institution studying Emergency Management or a closely related field
- Minimum GPA of a 2.5.
- No criminal convictions (must be willing to complete a background check)
- Commitment of 8-24 hours a week during regular business hours, with minimal availability during nights and weekends.
- Ability to be candid, transparent, and trustworthy.
- Ability to establish and meet deadlines.

- Reliable and able to work independently on a task.
- Knowledge of principles and practices of emergency management.
- Ability to be punctual and attend work regularly.
- Excellent written and oral communication skills; ability to research information and prepare reports and other correspondence; experience with Microsoft Office Suite, especially Word and Excel, and Google word processing applications (Docs, Sheets, Forms, etc.).

Licenses and Certifications:

- ICS 100, 200, 700, and 800 is required at the time of application.

Work Environment: The job is primarily an office environment; however, it also incorporates a field environment where you may experience adverse weather conditions. Position hours include standard business hours, 9-5, on weekdays, as weekend only availability is not suitable for this internship.