

OEMC EMERGENCY MANAGEMENT INTERNSHIP PROGRAM

OVERVIEW

The Chicago Office of Emergency Management and Communications (OEMC) provides the residents of Chicago with prompt and reliable 9-1-1 call taking and dispatch for police, fire and emergency medical services and coordinates major emergency response. Our mission is to manage incidents, coordinate events, operate communications systems, and provide technology, among other forms of support, to City services to strengthen their respective missions and to protect lives and property in the City of Chicago.

The OEMC's Emergency Management Division prepares plans for emergencies, provides assistance to people and institutions for disaster recovery, mitigates the effects of these events, and whenever possible, prevents emergencies and disasters from occurring or worsening.

The OEMC Emergency Management Internship Program (Program) provides bright, motivated, and civic-minded undergraduate and graduate students with the opportunity to apply their coursework to the critical public safety issues facing the City of Chicago. Interns will work hand-in-hand with Emergency Management staff, first responders, support agencies, and stakeholders to develop plans, deliver recommendations, and implement programs that will help the City and its residents become more resilient.

ESSENTIAL DUTIES

- Coordinates with inter-departmental staff and external agencies to develop and update city-wide emergency management plans in preparation for and response to homeland security incidents, emergencies and disaster situations.
- Ensures emergency plans comply with federal and state requirements and guidelines.
- Collaborates with other city departments and external agencies to develop and implement operating procedures and action plans to effectively utilize emergency personnel and equipment during emergency or disaster situations.
- Participates in planning and executing multi-agency training programs, disaster simulation exercises and emergency operations drills to prepare city departments to effectively respond to emergencies.
- Conducts research regarding emergency management programs and best practices for inclusion in emergency and disaster management plans.
- Performs threat and vulnerability assessments, determining necessary security and risk mitigation measures.
- Develops public informational materials and conducts public education presentations on emergency management programs.
- Tracks and monitors budget allocations and expenditures and participates in the preparation of grant applications for OEMC grant programs.

- Establishes timelines and implements processes to track and monitor the progress of projects and the accomplishment of key objectives.

MINIMUM QUALIFICATIONS

Training and Experience

- Must be a current college or university third year , fourth year or graduate student in good academic standing throughout the duration of the Program, currently enrolled in an accredited college, university or law school with a minimum cumulative grade point average of 3.0 on a 4.0 grading scale or a 4.0 on a 5.0 grading scale.
- Candidates' must have demonstrated a substantial commitment to excellence as evidenced by academic honors leadership ability, extracurricular activities and involvement in community or public service.
- Students must maintain the required GPA throughout the duration of their employment/internship.
- Proficiency using Microsoft Office Applications - Word, Excel and PowerPoint.
- Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) before and after the duration of Program. (Note: We will not accept students who plan on graduating prior to the commencement of the internship)
- Must have a valid State of Illinois driver's license.

Preference Given

- Current enrollment in a graduate degree program in Homeland Security, Emergency Management, Public Administration, Public Safety, or other related field.
- Previous experience in the development of contingency and mitigation plans for homeland security threats, hazardous materials, and/or fire suppression.
- Previous experience in the development of contingency and mitigation plans for large scale events for a large municipality or a large Metropolitan area.
- Previous experience in coordination and/or planning with neighboring regional jurisdictions during a major catastrophic event.
- Previous experience conducting operations during a federally-declared disaster incident.

Knowledge

- Considerable knowledge of project management principles and practices.
- Considerable knowledge of emergency management response planning.
- Considerable knowledge of the policies and procedures governing emergency management operations.
- Good knowledge of strategies used to analyze and respond to man-made and natural disasters.
- Good knowledge of local, state and federal emergency management response plans.

Skills

- Good skill in coordinating emergency management activities with responder departments and agencies.
- Good skill in establishing and maintaining effective working relationships with local, state and federal emergency management agencies.
- Good human relations skills.
- Good oral and written communication skills.
- Working skill in assessing the needs of local community areas and in developing programs in response to those needs
- Working skills in assessing the effectiveness of established community service programs

Abilities

- Ability to develop and implement emergency plans and procedures.
- Ability to prepare and maintain program cost reports.
- Ability to develop and maintain constructive working relationships with response partner and stakeholder organizations
- Ability to develop and implement programs that address the specific needs of OEMC

Contact Information: Please contact Dana Dedina, Director of Personnel with any questions and to submit your resume and credentials. Email: dana.dedina@cityofchicago.org

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to the position

NOTE: This is a temporary position. Internships are limited to a max. of one academic year. Students are limited to working one internship (lasting no more than one academic year) per City Department.