



Position Title: EM Strategic Projects Intern

Duration: ~1000 hours: May 15, 2025-November 15, 2025 (6 months)

Pay: \$20.00/hr

Objective:

The Washoe County Office of the County Manager, Emergency Management and Homeland Security Program is seeking an enthusiastic, highly motivated, and research and analysis driven Intern to support our team in the evaluation, research, and analysis of fire-related policies, particularly in the areas of insurance, and evacuations. This internship offers the opportunity to gain practical experience in public safety and policy analysis while contributing to important initiatives that influence fire management and community resilience.

The selected candidate will be supervised and trained by the Washoe County Emergency Management Administrator.

The intern's primary responsibilities will be assisting in the creation of the Wildfire Working Group and the Regional Evacuation Study.

Responsibilities:

1. Research and Data Analysis: Assist in gathering and analyzing data on fire-related issues, focusing on topics such as fire insurance policies, evacuation procedures, and fire regionalization. This includes reviewing academic articles, policy papers, and other relevant materials.
2. Policy Analysis: Contribute to the evaluation of current fire policies and practices. Assist in the identification of trends, gaps, and opportunities for improvement, particularly in the areas of insurance, emergency evacuations, and regional fire management collaboration.
3. Report Writing and Documentation: Prepare clear, concise research reports and policy briefs summarizing findings and recommendations. Present data and analysis in formats suitable for various stakeholders including policymakers, emergency management professionals, and community organizations.
4. Financial/Operational Modeling: Assist with, or experience assisting, financial/operational modeling based on scenario planning.
5. Stakeholder Engagement: Assist in communicating with stakeholders, including fire departments, insurance companies, local governments, and



community groups, to gather input and insights that inform policy recommendations.

6. Evacuation Planning: Participate in the analysis of evacuation plans and procedures, assessing their effectiveness and exploring improvements in response to fires and other disasters. Assist in developing policy recommendations for optimizing evacuation strategies.
7. Collaboration and Support: Work closely with other team members, including policy experts, fire service professionals, and local government officials, to ensure the alignment of research with the organization's goals and objectives. Provide general support to the fire policy team as needed.

Deliverables

- Flyers, brochures, social media posts, and presentations designed to educate Washoe County residents on personal preparedness.
- A report on collaborations with local agencies, emergency responders, and community organizations, and public engagement data.
- Inventory of emergency management preparedness supplies and equipment, and resource gaps.
- Proposal for enhancements to preparedness program.

Desired Qualifications:

- Strong analytical skills with proficiency in Microsoft Excel, PowerPoint, and other data analysis tools.
- Experience with data visualization tools (e.g., Power BI) is a huge plus and strong research skills and analysis.
- Understanding of local government and/or public administration.
- This internship is open to all majors but students with an interest in government, public policy, public administration, business analytics, strategic planning, performance measurement, politics, or data analysis, are strongly encouraged to apply

Education and Experience Requirements:

- Enrollment in an accredited college or university in pursuit of a bachelor's degree is required, OR enrollment in a recognized master's degree program. Course work, prior or current, must include a minimum of 3 units pertinent to the operations of the hiring department.



Benefits:

- Hands-on experience in developing and implementing a community preparedness program.
- Opportunity to network with professionals in emergency management and community resilience.
- Exposure to real-world challenges and the chance to make a meaningful impact on community safety and preparedness.
- This is considered a temporary position where no medical benefits are offered during the duration of the internship.

Supervision: The intern will report to the Emergency Management Administrator, who will provide guidance and support throughout the internship period.

Adjustments can be made based on specific organizational needs and the intern's background. This scope of work provides a structured framework for the intern to contribute effectively to the development of a successful preparedness program.