



Position Title: Preparedness Intern

Duration: 600 hours: July 7th, 2025-September 30th, 2025

Pay: \$20.00/hr

Objective: The intern will assist in the implementation of the preparedness program by supporting preparedness initiatives and providing community outreach to enhance community resilience.

Responsibilities:

1. Develop Outreach Materials – In coordination with WC Communications, create flyers, presentations, and social media content to educate Washoe County residents on emergency preparedness.
2. Conduct Community Outreach – Host preparedness presentations and attend tabling events in the community.
3. Research Best Practices – Stay updated on emergency management trends, policies, programs, and case studies to enhance preparedness efforts.
4. Analyze Data & Reports – Assist in collecting and interpreting data related to public engagement activities.
5. Coordinate Stakeholder Engagement – Assist in coordination with local agencies, first responders, and nonprofit organizations to strengthen regional preparedness.
6. Provide Logistical Support – Help with maintaining preparedness resources and tracking inventory of preparedness supplies.

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.



Timeline

The internship is expected to last 3 months, with the following milestones:

1. Weeks 1-2: Research best practices
2. Weeks 3-6: Development of outreach materials
3. Weeks 7-8: Implementation of preparedness program
4. Weeks 9-10: Coordination with stakeholders
5. Weeks 11-12: Evaluation and final reporting

Qualifications:

- Current enrollment in a relevant undergraduate or graduate program.
- Excellent verbal and written communication skills.
- Strong research and analytical skills, with the ability to synthesize information from diverse sources.
- Ability to work collaboratively in a team environment and engage with diverse stakeholders.
- Familiarity with disaster preparedness and emergency response concepts is preferred.

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.

Supervision: The intern will report to the Homeland Security Program Coordinator, 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.