

Internship Description: Community Preparedness

Internship Title: Community Preparedness Intern -Special Project

Department/Staff: Community Preparedness/Nancy Brown

Student objectives of internship:

Provide assistance to the Sonoma County Department of Emergency Management, specifically with a focus on a Special Project. Project will include general community preparedness communications, and/or fostering/maintaining a strong preparedness communication relationship with the community, and/or research regarding community preparedness.

Duties, responsibilities, projects to be performed for the agency*:

The Intern will provide assistance to the Sonoma County Department of Emergency Management's Community Preparedness division based on an agreed special project. The Intern will maintain weekly check ins and arrange their schedule to meet agreed upon goals. The Intern shall also have opportunities to partake in public-facing events such as community meetings, webinars & seminars, and inter-office Sonoma County department meetings. Interns with multilingual capabilities will have the opportunity to craft messaging in languages they are proficient in.

*In the event of an active emergency situation in Sonoma County, the Intern may be required to shift their responsibilities and duties from the aforementioned Duties, responsibilities, projects to be performed for the agency to providing support and assistance to the Emergency Operations Center. The Intern may be required to participate in gathering information which will be dispersed to the public, assist in crafting language for Sonoma County's social media platforms about the emergency situation, provide hotline support by answering phones and providing information to callers as requested, or participate in any other duties and activities as assigned by the Supervisor during the emergency situation.

Training/orientation provided by the agency:

Introduction to the Department of Emergency Management of Sonoma County. The Department shall also provide resources for the Intern to review regarding appropriate, effective general community preparedness. One-on-one mentorship with a Department Supervisor shall provide the Intern with professional development in effective communication.

Process of evaluation by supervisor including approximate number of site visits:

Work can be completed in a hybrid manner: remote and on-site visits to be determined by the Department, Intern, and Staff Supervisor. Within the first week of internship, the Intern shall determine with the Supervisor specific project objectives and goals, and create a Gantt Chart (or

equivalent) to ensure adherence to project deadlines and deliverable dates. The Intern will be wholly evaluated based on this agreement, as well as periodically throughout the internship during agreed upon remote or face-to-face meetings between the Intern and Supervisor.

Required Skills/Attributes

High school diploma or equivalent; currently enrolled in a Bachelor's degree program (or higher); excellent composition and interpersonal communication skills; interest in community education; knowledge of communications platforms; familiar/proficient with Microsoft Suite applications; strong language comprehension.

Preferred Skills/Attributes

Interest in quantitative and qualitative research; self-starter work ethic; effective time management capabilities; curiosity, enthusiasm, and discipline; familiarity with digital messaging platforms.

Student Intern General Responsibilities:

- Adhere to Sonoma County work hours, policies, procedures, and rules governing professional behavior
- Adhere to Sonoma County policies governing confidentiality and handling of confidential materials and/or information
- Assume personal and professional responsibilities for the student's actions and activities
- Maintain professional relationships and professional conduct with peers, managers, and the public
- Utilize courteous, enthusiastic, critical approaches to policies and procedures outlined by Sonoma County
- Prepare for and utilize opportunities for learning afforded by Sonoma County
- Ensure consistent and punctual submission of work assignments or designated duties to the student's supervisor or coordinator
- Provide periodic progress reports to or attend periodic meetings with the student's supervisor or coordinator
- Be comfortable with a self-directed, autonomous work environment