

Internship Description : Workshop, Planning, & Development

Internship Title: Internal Planning & Development Intern

Department/Staff: Jeff DuVall

Student objectives of internship:

Provide assistance to the Sonoma County Department of Emergency Management, specifically with a focus on the Department's maintenance, arrangement, review, and updating development workshops for sub-departments, as well as workshop development for external stakeholders and partner agencies.

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

The Intern will provide assistance to the Sonoma County Department of Emergency Management in the form of maintaining, arranging, evaluating, and updating routine development workshops for various departments within the Department of Emergency Management. The Intern will perform the same tasks for workshops for external stakeholders and partner agencies, as well as assist and facilitate communication between external stakeholders, partner agencies, and the Department. The Intern will be involved in tracking, researching, and designing materials in emergent issues in the field of Emergency Management (such as, but not limited to: cybersecurity, climate change, accessibility, public health, etc.). Updates to Department-facilitated training, corresponding materials, and research into new forms of training based on qualitative evaluation of Sonoma County's previous and future needs will also be a recurring responsibility throughout the Intern's posting.

*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's training and workshop goals, procedures, and materials. The Department shall also provide resources for the Intern to review regarding internal and external workshops and training materials. Basic introduction to research methods may also be provided to facilitate emergent issues research. One-on-one mentorship to provide the Intern with professional development in workshop planning, development, and research.

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 and Intern. Within the first week of internship, the Intern shall determine specific project objectives and goals with the Supervisor, 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; high degree of technical writing skills; interest in workshop planning and development; interest in facilitating strong improvement in training; familiar/proficient with Microsoft Suite applications; interest in research of Emergency Management related topics; excellent research skills

Preferred Skills/Attributes

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

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