

Internship Description: Public Communications & Research

Internship Title: Sociological/Experimental Fieldwork Intern

Department/Staff: Communication Alert & Warning/Sam Wallis

Student objectives of internship:

Provide assistance to the Sonoma County Department of Emergency Management, specifically with a focus on the Community Alert & Warning Department's program reaching out to migrant workers to improve communications during disasters. Various other fieldwork experiments revolving around fire, weather, water, and other natural weather phenomena may also be conducted.

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

The Intern will provide assistance to the Sonoma County Department of Emergency Management's Community Alert & Warning division in the form conducting research, review, and development of reports in regards to the migrant worker communication program, as well as engage in establishing and strengthening relationships and communication with local farm operators before and during emergency situations. The Intern may also be involved in various fieldwork experiments conducted by the Department regarding fire, water, and other weather behavior, as well as generating, reviewing, and evaluating reports from experiments. Presentation of data collected may also be required by the Intern.

*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 communication goals, procedures, and style, as well as appropriate scientific method data collection and presentation. The Department shall also provide resources for the Intern to review regarding appropriate, effective disaster and preparedness communications. One-on-one mentorship to 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, however there will be mandatory on-site or fieldwork appointments: remote and on-site visits to be determined by the Department and

Intern. 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 relations; knowledge of communication platforms; 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 various digital messaging platforms; Spanish-proficient or multilingual candidates.

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