

Non-Departmental
Office of Emergency Management

Emergency Management Intern

SEASONAL TEMP POSITION: June through September

SALARY: \$18.00 hr. (20-40 hours per week, Monday-Friday)

LOCATION: Multnomah Building, 501 SE Hawthorne Blvd., Portland, OR 97214

Department solicitation and Department or Division description:

Multnomah County Emergency Management's (MCEM) vision is: *Disaster Ready – Everyone, Everywhere*. MCEM's mission is: *Working together to build resilient communities*.

To accomplish our vision and mission, MCEM works with all county departments, cities, unincorporated areas, special districts, non-profit and non-governmental organizations, and private industry, to address all phases of emergency management (prevention, mitigation, preparedness, response, and recovery). Our office has a Planning Division and an Operations Division.

This position is within the Operations Division. The Operations Division is responsible for:

- The creation and implementation of Standard Operating Procedures
- Management of the Duty Officer Program
- The Training and Exercise Program, including outreach
- The public information and communications strategy and implementation
- Emergency Operations Center, EOC operations and readiness
- Management and accountability of the Improvement Plan/Corrective Actions, and
- National Incident Management System, NIMS Compliance.

Oregon Revised Statute 401 mandates the County to establish an Emergency Management program and Multnomah County Chapter 25 created the Multnomah County Office of Emergency Management, MCEM.

Job Task Description:

The Emergency Management Intern will directly assist the Operations Chief in a wide range of projects related to the responsibilities listed above. This internship is designed to be both educational and practical.

In this position, the intern will have a choice of one of the projects below. In addition the intern will participate in our Outreach Program activities.

Multnomah County Emergency Management Website Update/Overhaul

- Collaboratively develop objectives for the website from MCEM staff, county departments, stakeholders, and external partners
- Design a charter for project based on objectives
- Work with MCEM staff to update the website
- Determine method for maintenance of content that is easily managed

Development of engagement strategy for people with barriers to services

People with barriers to services may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, are socioeconomically disadvantaged, have limited English proficiency, or are non-English speaking, or who have limited transportation options. This engagement strategy may therefore involved the development of more than one charter.

- Work collaboratively to create a charter(s) that identifies methods for engagement with our various communities
- Review research and anecdotal findings with county staff, communities, and partners to determine important elements for inclusion
- Review recent Access and Functional Needs report
- Recommend prioritization of projects
- Implement portions of the charter(s)

Knowledge/Skills/Abilities Required:

- Intermediate skill in Microsoft Excel, Powerpoint, Word
- Google docs, sheets, drive, and forms
- Facilitate and coordinate the work of teams
- Present information effectively in public settings
- Prepare grammatically correct: clear, concise and comprehensive written materials
- Provide outreach to community groups during evening and weekend hours.
- Engage respectfully and effectively with access and functional needs populations, disadvantaged or minority populations, and service providers
- Basic project and time management

- Ability to lift and carry 20 pounds

Learning opportunities

- Exercise tact and diplomacy when dealing with sensitive and complex situations
- Lead through influence rather than position
- Negotiate agreement while balancing disparate points of view
- Navigate complex political situations and diverse perspectives of stakeholders
- Participate fully as a team member with a positive, can do attitude
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to navigate and demonstrate respect of hierarchical relationships

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the form provided by your program coordinator. The deadline for submitting online application is March 31, 2017.