

Emergency Management Internship

College to County Intern 2025 - Multnomah County Emergency Management (MCEM)

Pay Rate: \$24 per hour

Job Type: Temporary College Intern

Duration: 360 hours, starting in June 2025 (approximately 12 weeks)

Hours: 20 - 40 hours a week

Telework: Hybrid (Tuesdays and Thursdays in the office, and telework on Mondays, Wednesdays, and Fridays.) It is possible to also work in the office on Monday, Wednesday, and Friday, if desired. There may also be opportunities for work sessions with partners across the County.

Building Physical Location: 501 SE Hawthorne Blvd (Tues and Thurs)

Does this position require driving a county vehicle? If so, please explain why and frequency: No, though some travel may occasionally be needed, transit and carpooling will often be options.

TriMet Passes are available if transportation to County facilities is required.

Eligibility requirements and more details found on our [College to County website](#).

What does Multnomah County Emergency Management (MCEM) do?

The Multnomah County government is required to maintain effective disaster response readiness. MCEM (<https://www.multco.us/em>) supports the County and its local, regional, and statewide partners in achieving emergency response readiness through collaborative planning, training, and outreach efforts, and uses best practices in research and analysis of incident responses to identify gaps in policies. During emergencies and crises affecting Multnomah County, MCEM is responsible for establishing

an Emergency Operations Center, maintaining an incident command structure, and mobilizing resources to effectively coordinate a Countywide response.

The team comprises a diverse group of individuals who come from a broad spectrum of lived experiences and who share a passion for public service. Members of the team bring their unique and informed perspectives to the (often behind the scenes) life-saving work of the office. Team members have subject matter expertise, yet one of the most important roles MCEM staff fulfill is connecting partners with each other and seeking out resources to support collaborative efforts.

MCEM elevates the voices of those working most closely with our impacted communities and provides recommendations to County leadership that are designed to improve the County's capacity and capabilities in addressing the needs of our community during disasters. "Nothing about us without us" is an important value that guides how the MCEM team approaches this work.

Internship description & responsibilities:

The Emergency Management Intern will work under the direction of the division chief overseeing programs for Training & Exercise and Community Engagement & Public Awareness. The intern will develop research, analysis, and communication skills while supporting MCEM in a variety of projects, including a main project based on the intern's interests and experience as well as MCEM's needs. Projects could include:

- *Researching and analyzing gaps in MCEM's programmatic readiness for industry accreditation*
- *Developing and documenting our web-based emergency volunteer recruitment platform*
- *Researching Targeted Universalism¹ and applying it to a community outreach strategy*

¹ For more information on Targeted Universalism: <https://belonging.berkeley.edu/targeted-universalism>.

- *Creating a sustainable, systematized grant management and coordination system*
- *Supporting the development of EOC operational guidelines and staffing qualifications*

Learning Outcomes:

- Coordination on MCEM projects. This will be mutually beneficial for you and communities across Multnomah County.
- Deepen your understanding of emergency management and the breadth of agencies and organizations who contribute to building and strengthening safety net services before, during, and after disasters.
- Provide valuable applied experience and opportunities to make connections with professionals who have years of experience and come from a variety of backgrounds. These connections provide you with a peek into the broad range of career paths that are related to the field of emergency management.
- Provide you with valuable feedback regarding your strengths and opportunities to grow.

Education and minimum qualifications:

- Demonstrated interest in local emergency preparedness and response readiness
- Strong writing, research, and analytical skills
- Ability to communicate with County and external partners, members of the community, and team members via phone, email, or in person
- Ability to follow directions, work independently, and self-start projects or seek guidance when needed
- Ability to work collaboratively and develop effective working relationships with diverse groups of people
- Familiarity with Google Suite (e.g., Gmail, Calendar, Meet, Drive, Docs, Sheets, Forms, and Slides)
- Familiarity with or the ability to quickly learn new platforms, like Better Impact or Smartsheets
- Lived experience that brings new perspective to emergency management work

Workforce Equity:

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

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.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position located on this [website](#). The deadline for submitting an online application is April 1st, 9:00 am PST, 2025.