



INTERN PD FORM

Internship Position: (*i.e. SWO Intern, RCMP Intern...*)

Disaster Housing Intern

Semester/Year:

Fall 2022

Intern Supervisor:

Megan Bond

Internship Objective/Job Description:

Assist in the creation of a Disaster Housing Task Force and Advisory Board.

Please list specific project tasks the intern is expected to complete during internship tenure:

1. Develop organizational structure, positions, roles, and responsibilities for the DHTF and Advisory Board; 2. Develop a Joint Disaster Housing Task Force Strategy; 3. Assist in recruiting, selecting, and engaging the selected members; 4. Assist with facilitating the initial meetings of each group.

Desired Skills/Experience:

Strong project management skills; Strong organizational and time management skills; writing, editing, and oral communications skills; and the ability to coordinate and complete multiple tasks under high-stress situations.

Training/Prerequisites required or recommended:

Knowledge of the FEMA Individual Assistance Program, National Disaster Recovery Framework (NDRF). Knowledge of the National Incident Management System (NIMS) and Incident Command Structure (ICS) are desirable.

Desired Majors (Specific majors or "open to all"):

Urban Planning, Emergency Management, Sociology, or other social sciences fields preferred. Will consider those studying all majors.

Will there be opportunities for travel? If so, explain:

No.

Can this internship be completed virtually?

No.

Please submit completed form to:

Sierra Perna

Sierra.perna@em.myflorida.com