

# **MITIGATION INTERNSHIP**

#### WHAT WE DO:

The Division of Emergency Management (FDEM) Bureau of Mitigation works to reduce or eliminate the loss of life and property by lessening the impact of disasters. To assist communities in reducing the impacts of these disasters, the Bureau of Mitigation administers three federal mitigation grant programs and one state funded grant program.

#### **WORK HOURS PER WEEK:**

This is an unpaid internship with a minimum of 10 hours per week throughout the duration of the program. Your actual internship schedule will be determined between you and your direct supervisor.



### WHO WE'RE LOOKING FOR:

Students with the ability to communicate via writing, work with Excel spreadsheets, Word, survey platforms, and other digital systems. This position will require independent thinking and the ability to work with many different employees.

## **DESIRED MAJORS:**

Emergency Management, Urban Planning, Public Administration All intern positions are located in Tallahassee, FL.

#### THE DIFFERENCE YOU'LL MAKE:

The intern will be expected to develop and document a new process to track, update, and report the status of acquired properties within the Bureau of Mitigation's digital systems. The intern will be expected to draft the new Acquisition Monitoring Plan and Report by coordinating with several areas of the Bureau of Mitigation.

# **HOW TO APPLY:**

Provide a completed State of Florida application along with your resume to our Intern Coordinator at Internships@em.myflorida.com.

