ABOUT THE PITTBURGH OFFICE OF EMERGENCY MANAGEMENT & HOMELAND SECURITY
The Pittsburgh Office of Emergency Management & Homeland Security (OEMHS) coordinates city planning, response, support and recovery efforts before, during and after large-scale events and emergencies. OEMHS is responsible for developing and implementing city-wide programs and projects that promote disaster planning, training, mitigation, response, prevention and recovery for all-hazards. The office not only manages incidents and events, but hosts the Region 13 Intelligence Fusion Center as well.

ABOUT THE PENNSYLVANIA REGION 13 FUSION CENTER
The Region 13 Fusion Center (R13FC) is an all-hazards fusion center focusing on threats and hazards ranging from terrorism, to criminal activity, to technological and natural hazards. A fusion center is defined as a "collaborative effort of two or more agencies that provides resources, expertise and information with the goal of maximizing the ability to detect, prevent, and respond to criminal and terrorist activity, and other threats/hazards." R13FC began in 2006 and advanced development in 2009 after the G20 Summit in Pittsburgh. Currently, 78 fusion centers are located across the nation and its territories. Pennsylvania maintains three fusion centers: the PA Criminal Intelligence Center (PaCIC) in Harrisburg, the Delaware Valley Intelligence Center (DVIC) in Philadelphia, and the Region 13 Fusion Center (R13FC) in Pittsburgh.

INTERN DUTIES AND RESPONSIBILITIES
The primary duties of the emergency management/fusion center intern will be to provide analytical, technical, and administrative assistance on emergency management assignments and intelligence products. Emergency management assignments may involve exercise design and development, preparing incident action plans, editing emergency management documents and conducting public information and outreach. Fusion center assignments many involve the creation of original intelligence products, open source analysis, critical infrastructure analysis, and public outreach. Duties may also include assisting staff with day-to-day operations, researching assignments and special projects, working in the Emergency Operations Center and attending meetings or community events that may occur outside normal work hours. Intern duties and responsibilities will be tailored to either OEMHS or R13FC tasks as requested.

INTERNSHIP BENEFITS
The emergency management/fusion internship provides an opportunity for students or recent graduates to explore career options, apply academic knowledge and skills to the workplace, gain career skills, build resumes, network with emergency management professionals throughout Southwestern Pennsylvania and coordinate with the US Intelligence Community.

While working, interns will:

- Complete National Incident Management System (NIMS) training and the Professional Development Series through the Federal Emergency Management Agency (FEMA).
- Attend regional emergency management meetings and network with other state and federal emergency management and homeland security professionals.
- Prepare for and/or participate in exercises (tabletop, functional, or full-scale).
- Learn about the role of local government as it relates to state, regional and federal partners.
- Gain real world experience with public safety.
- Write weekly analytical intelligence products.
- Attend various intelligence briefings (DHS, FBI, Pittsburgh Police).
- Learn the role of fusion centers in the US Intelligence Community.
- Update and maintain social media.
- Data entry using Regional incident management database.

SKILLS, TRAINING AND QUALIFICATIONS
The ideal candidate will work both independently as well as in a collaborative environment. Candidates must be detail-oriented while possessing excellent writing skills to prepare reports and briefings, oral communication skills, and analytical research skills. Experience with Microsoft Office Suite, especially Word and Excel is preferred. Graphic and web design experience is a plus. Previous office experience is preferred but not required.

EDUCATIONAL REQUIREMENTS
This position is best suited for undergraduates, graduate students, or recent graduates with a background in emergency management, homeland security, public safety, public administration, intelligence studies, international/national security, disaster planning, political science, or related fields. Candidates must possess a GPA of 2.5 or higher to be considered.

INTERNSHIP DETAILS
Pay: Unpaid
Duration: Spring, Summer, or Fall Semester. Interns wishing to remain for additional semesters will have priority over new interns.
Time Commitment: Interns are required to commitment at least 15 - 20 hours per week during regular business hours of Monday through Friday between 9:00 a.m. and 4:30 p.m. Ideally, two 8 hour work days are preferred. Interns may be asked to work outside of normal business hours for special events or during a disaster response when the Emergency Operations Center is activated or the Mobile Command Post deployed.
Dress Code: A professional appearance and business casual attire is required for day-to-day office work. Meetings outside of the office may require a dress shirt and tie. A coat-and-tie suit is preferred. Females are required to dress in equivalent attire. Interns are issued two Pittsburgh OEMHS polo shirts for office work and EOC/Command Post operations.
Code of Conduct: All interns are subject to the same policies and guidelines as City of Pittsburgh employees. Intern candidates will be required to pass a background check prior to hire. Interns are expected to:

- Adhere to City policies and procedures.
- Adhere to City polices governing the observation of confidentiality and the handling of confidential information.
- Assume personal and professional responsibility for his/her actions and activities.
- Maintain professional relationships with City and Region employees, residents, etc.
- Relate and apply knowledge acquired in the academic setting to the professional setting.
- Be consistent and punctual in the submission of all work assignments.
- Academic Credit: Contact your academic advisor for requirements and gain course credit.

Background Check: Intern candidates will be required to pass a background/criminal record check prior to selection. Failure to pass the check will result in forfeiture of consideration and selection. Background/criminal record check forms will be distributed during the interview process.

Veterans Preference: Although not a guarantee of selection, veterans who have or are currently serving in the Armed Forces (to include Active Duty, Reserve, or National Guard) will be given additonal consideration.

INTERNSHIP APPLICATION REQUIREMENTS

- Completed cover letter
- Copy of resume

	Submission of Materials	Interview Timeframe	Start Date
Summer Term	April	May	First 2 weeks of June based on availability
Fall Term	July	August	First 2 weeks of September based on availability
Spring Term	November	December	First 2 weeks of January based on availability

Submit all application materials via email to:
pittsburghemergencymanagement@pittsburghpa.gov

City of Pittsburgh is an Equal Opportunity Employer that does not discriminate on basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status.