



CRISIS MANAGEMENT INTERNSHIP PROGRAM

POSITIONS

Crisis Management Intern
GIS Intern (SALUS)

ABOUT THE INTERNSHIP

The Homeland Security Advisory Council (HSAC) Crisis Management Internship Program is open to both graduate students and individuals who have recently completed a graduate degree that are interested in any of the following areas:

- Emergency Management
- Geographic Information Systems (GIS)
- Public Safety
- Public Policy
- Public Administration
- Urban Planning
- Marketing and Communications
- Business Resiliency
- Project and Research-based Internships

Crisis Management Interns are assigned meaningful projects that support and enhance HSAC's key initiatives. Additionally, interns may be asked to conduct research, develop recommendations, prepare reports, and engage with the professional crisis management and public policy communities. Interns will work with staff members, who will provide mentoring support and opportunities for professional growth.

Students with a background in GIS are encouraged to apply as a GIS Intern. As a GIS Intern, you will use your technical skills to support HSAC's situational awareness platform, SALUS. HSAC offers SALUS free-of-charge to government entities, and is a GIS, web-based platform that provides a customizable experience for managing and analyzing data related to crisis and event management. Please see below for specific requirements regarding the GIS Intern position.

ABOUT HSAC

HSAC is a 501(c)(3) nonprofit organization dedicated to catalyzing and supporting a multi-jurisdictional and comprehensive approach to preparedness, security, and resiliency in the greater Los Angeles region by providing innovative technology and opportunities for engagement, capability building, and partnerships for the public, private, and civic sectors.

CRISIS MANAGEMENT INTERN REQUIREMENTS

All applicants must meet the following, minimum requirements:

- Enrolled in or recently completed a graduate degree program at an accredited university
- Strong written and oral communication skills
- Strong desire to learn
- Ability to research multi-faceted topics and provide concise briefs
- Proven teamwork skills
- Ability to independently manage projects with competing deadlines
- Detail-oriented
- Innovative problem-solving abilities
- Proficient in Microsoft Office applications

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www.HSACouncil.org | Twitter: @HSACouncil | Facebook: /HSACouncil

GIS INTERN REQUIREMENTS

For those interested in GIS-based projects, the following skills are required in addition to those above:

- 1+ years experience with ArcGIS
- Experience with QA/QC GIS tasks
- Ability to learn unfamiliar technical systems
- Ability to work under pressure during an emergency

In addition to the above requirements, the following qualifications are also desired:

- Professional experience with ArcGIS Online
- Familiarity with geodatabase management and design
- Knowledge of data standards, data management, data quality
- Experience with Adobe Illustrator and Photoshop
- Strong technical writing skills

SALARY

\$19/hour or Course Credit (per higher education institution's policies)

SCHEDULE AND COMMITMENT

Ten to twenty (10 – 20) hours per week, based on intern's availability, for a minimum of ten (10) consecutive weeks; potential extension based on performance

HOW TO APPLY

Interested applicants should email Hector Corral, Project Manager, at hcorral@hsacouncil.org and include:

- Cover letter detailing how this internship will benefit your career goals and what experience you hope to gain
- Resume
- References
- Writing Sample

Include "Internship Application" in the subject of your email and note your availability (start date and hours/week).
