



Fire Administration
(310) 253-5900

DAVID L. WHITE
Fire Chief

FIRE DEPARTMENT

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CULVER CITY, CALIFORNIA 90232

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(310) 253-5901

KEN POWELL
Assistant Fire Chief

Administrative Intern, City of Culver City Fire Department

\$14.8838to \$16.4093 Hourly Rate

The Fire Department, Emergency Preparedness Division, seeks a part-time intern who will be responsible for providing administrative and technical assistance in emergency planning, emergency operations, communications, and community preparedness. Intern projects may include exercise design and development, updating of emergency response plans, and community outreach. Tasks may also include assisting staff in day-to-day operations, filing, organizing, report writing, researching emergency management topics, participating in meetings and answering phone inquiries. Interns will have the opportunity to work independently and collaboratively in the following areas: emergency planning, emergency notifications systems, disaster preparedness, and disaster operations; and develop skills that are imperative for success in the field of Emergency Management.

This an excellent opportunity for someone interested in gaining hands-on experience in emergency management at the City level. This is a non-benefited, up to 30 hours per week position, with flexible hours between Monday - Friday, 7:30 am – 5:30 pm.

Qualifications: Candidate should have graduated from or be enrolled in college with a major in Emergency Management, Public Safety, Political Science, Public Administration, Public Health, Social Ecology, Public Policy, or a closely related discipline. Qualified candidate will have good organizational skills, work experience using software programs, e.g., Microsoft Word, Excel, etc., and excellent oral and written communication skills.

How to Apply: Apply immediately by submitting a resume via email to christine.parra@culvercity.org

Note: Résumé will be reviewed for immediate placement. Position will remain open until filled and may close without advance notice.

Equal Opportunity Employer

Note: Special assistance for persons with disabilities may be available to help with the process upon request. Contact the Human Resources Department, P.O. Box 507, Culver City, CA 90232-0507. (310) 253-5640 V/TDD (310) 253-5647 (Hearing Impaired Only). – Women, Minorities & Disabled Encouraged to Apply.

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