



Internship Announcement

*San Joaquin County Office of Emergency Services (OES)
Emergency Management Intern*

Department: San Joaquin County Office of Emergency Services (OES)

Project Focus: Emergency Preparedness, Community Outreach, and Disaster Response Support

Summary:

The San Joaquin County Office of Emergency Services is seeking a motivated, responsible, and community-minded high school junior or senior interested in exploring a career in emergency management. This internship provides a unique opportunity to learn how county agencies prepare for, respond to, and recover from emergencies and disasters.

Interns will gain hands-on experience supporting preparedness projects, assisting with community education, participating in training activities, and observing real-world emergency management operations. This position is ideal for students interested in public safety, government, disaster planning, or community service.

Intern Responsibilities & Learning Objectives:

- Shadow OES staff to gain an understanding of the roles and responsibilities of emergency management within county government
- Assist with emergency preparedness outreach, including assembling materials and supporting community events
- Attend in planning meetings and observe coordination between fire, law enforcement, public health, and other response partners
- Contribute to the development of emergency plans, checklists, and resource materials
- Assist with maintaining emergency supply caches, deployable equipment, and preparedness kits
- Support staff during emergency drills, exercises, and simulations

- Learn foundational skills in communication, project planning, and public safety procedures
- Gain exposure to emergency operations center (EOC) structure and functions during activations or training events

Requirements & Qualifications:

- High school junior or senior in good academic standing
- Demonstrated interest in public safety, emergency services, government, or community engagement
- Reliable, responsible, and eager to learn in a professional environment
- Strong communication and organizational skills
- Ability to follow oral and written instructions
- Comfortable working independently and as part of a team
- Able to meet deadlines and manage time effectively
- Willingness to participate in both office-based and hands-on field activities (non-hazardous)
- Must be able to pass any required school or county participation forms or parental consent requirements)

Eligibility:

- A current high school junior or senior enrolled in a recognized high school program at a high school located in San Joaquin County
- Must have permission from parent/guardian and meet any school district guidelines for internship participation

Schedule & Compensation:

- Approximately 20 hours per week for 6 weeks during the summer break
- This is a paid internship through our partners at San Joaquin A+..

Intern Submission Procedures:

- For details on internship opportunities and to submit an application through San Joaquin A+, please visit: <https://sjgov.org/departments/hr/programs-services/employee-development/internships/>

**All internship materials sent to San Joaquin County are maintained for departmental records.*