

## Emergency Management Intern

Preparedness Division

Hagerty Consulting, Inc. is a nationally-recognized Homeland Security and Emergency Management consulting firm focused on helping clients across the country prepare for and recover from disasters. Hagerty is seeking to hire interns in its Austin, Texas, and its Washington, D.C. offices to support our emergency management preparedness and recovery projects.

Interns will gain valuable hands-on planning, training, and exercise experience in areas such as hazard mitigation, response and recovery operations, active threat preparedness, public health preparedness, emergency communications, and cybersecurity, among others.

### JOB DESCRIPTION:

The ideal Intern candidate should have knowledge and/or experience with the following:

- Qualitative and quantitative analysis and synthesis of data.
- Project support through meeting attendance, notetaking, document development and review, project administrative tasks, and project-specific analysis.
- Support of business development through tasks such as spreadsheet creation and maintenance, market research and analysis, and scheduling and preparing for meetings.
- Researching topic areas, and working on complex projects of various sizes, to include presenting deliverables to a project manager or client

The candidate will work with a team of emergency management and planning professionals with a diverse and robust project portfolio, supporting both internal and client-facing initiatives.

### EXPECTED QUALIFICATIONS:

- Currently enrolled in an undergraduate or graduate program.
- An interest in emergency management, homeland security, resilience, cyber security, public health, law enforcement, marketing, and/or communications.
- Outstanding written and verbal communication skills (writing sample is required).
- High degree of intellectual curiosity, adaptability, and commitment to high quality product delivery.
- Ability to be calm and poised under pressure, effectively deliver multiple projects with overlapping timeframes, and remain focused when working under tight deadlines.
- Understanding of the National Incident Management System (NIMS), the Incident Command System (ICS), the National Response Framework (NRF), National Disaster Recovery Framework (NDRF), Homeland Security Exercise and Evaluation Program (HSEEP), and other federal preparedness guidance documents and policies is preferred.

Please email your resume, cover letter, and writing sample to our website at <http://hagertyconsulting.com/about-us/work-for-us/>

This is a part time paid position. Undergraduate or graduate students seeking degrees in a relevant field, and that are eligible to work in the United States uninterrupted are encouraged to apply.



## EQUAL EMPLOYMENT OPPORTUNITY

Hagerty Consulting, Inc. is fully committed to a strong equal opportunity program. Hagerty Consulting does not discriminate based on the following protected categories: Race, Color, Creed, Religion, National Origin, Ancestry, Age, Sex, Sexual Orientation, Gender Identity (transgender status), Domestic Partner Status, Marital Status, Disability, AIDS/HIV Status, Height, and/or Weight.

Ready to apply?

1. Start from this page: <http://hagertyconsulting.com/about-us/work-for-us/>.
2. Select the job description for the position you want. (If it's this one, just scroll down.)
3. Click the 'Apply Now' button.
4. **Make sure to include a cover letter describing your qualifications and compensation requirements along with a current résumé.**
5. When you have completed the online application, click 'Submit.' Apply only once. Ignore any other job descriptions you may see.
6. Within a few minutes you will receive a pop up notice that says, 'Submission Received' to confirm your application has been processed successfully.