



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Office of Homeland Security & Emergency Preparedness
DIVISION.....:
CLASSIFICATION/GRADE.....: Summer Intern
REVISED.....: 04/2014
REPORTS TO.....: OHSEP Director, Assistant Director, Executive Secretary
REVIEWED.....: 03/2017
WAGES.....: Hourly

*****PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION *****

SUMMARY:

This position is under the general supervision of the Director and Executive Secretary. The Intern will perform duties related to specific functions within the Terrebonne Parish Office of Homeland Security and Emergency Preparedness (OHSEP). The position will provide support for Emergency and Homeland Security issues related to the Office of Homeland Security and Emergency Preparedness. The Intern will assist with updating emergency plans, assist with grant applications, assist with emergency notification planning and prepare hurricane preparedness presentations.

BASIC FUNCTIONS:

1. Assist with updating the Terrebonne Parish All-hazards Plan.
2. Assist with development of the Comprehensive Emergency Operations Manual.
3. Prepare homeland security and emergency preparedness PowerPoint presentations.
4. Performs all other responsibilities as assigned or deemed necessary by Supervisor and Staff.

OTHER REQUIREMENTS:

1. Must be computer literate with proficient knowledge in all aspects of Microsoft Office Suite and Social Media (Facebook, Twitter, Instagram)
2. Ability to maintain confidential information a must.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status in a Community College or University by May 2016.**
3. Work with little supervision.
4. Ability to work well with others
5. A valid Louisiana driver's license.