



Northeast Florida Regional Council
Emergency Preparedness
Internship Opportunity



Overview

The NEFRC is a regional government agency serving seven counties in Northeast Florida: Baker, Clay, Duval, Flagler, Nassau, Putnam, St. Johns and its municipalities. The NEFRC works on federal, state, and local programs, grants, and projects for the Region and individual communities. Major programs of the NEFRC include Economic Development, Community Development, Emergency Preparedness (including the Healthcare Sector), and Resilience.

The Emergency Preparedness Program (EPP) of the NEFRC comprises various programs, including the Northeast Florida Local Emergency Planning Committee for Hazardous Materials (LEPC), the Region 3 Healthcare Coalition (HCC), exercise design and evaluation, and training coordination.

Responsibilities

This position will report to the Deputy CEO and will be responsible for the following actions:

- Provide general support for projects in the Emergency Preparedness Program of the NEFRC, including programs such as the LEPC and the HCC.
- Aid in developing, administering, and implementing emergency preparedness-related training and exercises.
- Assist stakeholders in reviewing and developing emergency management-related plans and procedures.
- Maintain and update emergency contact lists and resource databases.
- Assist with risk assessments and vulnerability analysis.
- Coordinate and communicate with external partners.
- Assist with updating Local Mitigation Strategy Plans.
- Provide additional EPP program support as needed.

Qualifications

- Currently enrolled in a relevant degree program (e.g., Emergency Management, Public Health, Public Policy, Environmental Science, Homeland Security).
- Strong research and analytical skills.
- Written and verbal communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to work both independently and as part of a team.
- Detail-oriented with strong organizational skills.



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During this process, the intern will also become familiar with the Regional Council's other work programs and our network of relationships across the communities we serve. The internship environment is diverse, with exposure to all levels of government and many disciplines. The NEFRC seeks a motivated, curious, well-organized self-starter for this position.

Compensation

This is a \$20/hour paid internship with the NEFRC. The estimated time allotment is up to 20 hours per week, and the maximum duration is six (6) months.

Application

Please submit a resume to ps@nefrc.org.