



**EMERGENCY PREPAREDNESS INTERN  
Temporary Part-Time**

**OPEN TO STUDENTS ONLY – PAY RATE: UP TO \$20.00 PER HOUR**

**OPEN UNTIL FILLED**

**THE INTERNSHIP:** Omnitrans is seeking a Career orientated intern to gain experience in emergency preparedness, public administration, emergency planning, emergency operations, communications, and community preparedness. The type of work assigned to the Intern will be dependent on the Student's requirements and the needs of the Safety and Security office at the time of the internship. The following projects/job duties will be offered to the intern to assist in a better understanding of emergency preparedness and public administration: The duties may include, but not limited to, the following:

- Work with Safety and Security team;
- Attend training and education programs;
- Assist Safety and Security personnel in responding to emergencies and disasters throughout Omnitrans Service area;
- Assist in all aspects of the Inland Valley Emergency Communications Service;
- Develop and coordinate the emergency planning activities;
- Strengthen the Access and Functional needs program;
- Research of potential programs for the Safety and Security Office;
- Development of public awareness materials and programs;
- Shelter management plans;
- Assistance with the Department of Homeland Security Exercise and Evaluation Program (HSEEP); and
- Develop job lists and check sheets required during activations of the Emergency Operations Center.

**THE REQUIREMENTS** - Current enrollment in a graduate or undergraduate degree program.

**THE SELECTION PROCESS** - Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411 or call 909/379-7260.

**EEO/AA including Protected Veterans and Individuals with Disabilities**