Intern, Emergency Management Coordination-Summer 2015 Internship Opportunities- Washington, DC

The Organization

The American Red Cross exists to provide compassionate care to those in need. The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. The Red Cross is a not-for-profit organization that depends on volunteers and the generosity of the American public to perform its mission.

The Internship

The American Red Cross offers exceptional undergraduate and graduate students internship opportunities at our Red Cross national headquarters in Washington, D.C. and in chapters across the country through our Internship Program. Interns are matched with a specific department where they work on advancing critical projects.

The overall aim of the program is to attract a pool of diverse, skilled, enthusiastic young professionals and provide them with an opportunity to build a long-term, substantive life-long relationship with the Red Cross.

The Emergency Management Coordination Internship is an unpaid internship where candidates must be enrolled in a degree program at the time of the internship. The opportunity is based in Washington, DC at our National Headquarters beginning in June 2015.

Basic Qualifications:

- Graduate student pursuing a degree in Public Administration, Public Policy, Emergency Management, Government, Organizational Development, Communications or Business
- Advanced knowledge of Microsoft Office suite required, particularly Outlook, Word, Excel and PowerPoint
- Experience with Visio
- Experience with social media or website editing is desired, but not required
- Excellent written and oral communication skills
- Excellent relationship skills and ability to work cross-functionally
- Ability to work independently and as part of a team
The **Emergency Management Coordination Intern** reports to the Emergency Management Manager, Mass Care. The intern will:

- Evaluate stakeholder needs in utilization and visibility of National Mass Care Strategy and its associated tools.
- Support internal Red Cross process re-engineering and the Red Cross disaster response coordination with government partners, including potential opportunities to staff FEMA or other government emergency operations centers during disasters.

**Internship timeframe:** Summer 2015 (June 2015– August 2015)

**Weekly Internship Hours Required:** min 20-30 hours week

**TO APPLY FOR THIS POSITION**

To apply for this position, please send an email with your resume (cover letter is suggested) attached to [internships@redcross.org](mailto:internships@redcross.org) with the subject line:

**YOUR FULL NAME, Emergency Management Coordination Intern –DC (Summer 2015)**

*As an Affirmative Action/Equal Opportunity Employer, well-qualified women, minorities, veterans and persons with disabilities are encouraged to apply*