**Internship Position:**

**Semester/Year:**

Fall 2024, Spring 2025

Florida Division of Emergency Management, Infrastructure Intern

**Internship Objective/Job Description:**

The Infrastructure Section is responsible for performing hurricane evacuation shelter surveys on a statewide basis and providing technical assistance to counties with development of additional hurricane shelters. With shelter surveys, the Section is able to identify state and local facilities that are appropriately located, designed and meet the safety criteria. Intern will assist with evacuation shelter database entries and updates, including the statewide shelter inventory and building capacity. The goal is to expand tracked data to support Shelter Heat Map development by GIS. The intern will have opportunities to participate in map development, to include suggesting new features and meeting with GIS. Shelter data and the heat map are stored in WebEOC. WebEOC is a cloud-based enterprise platform utilized by FDEM.

**Please list specific project tasks intern is expected to complete during internship tenure:**

Data entry from shelter surveys (word documents and PDFs) and file upload into WebEOC. Weekly progress updates will be required.

**Desired Skills/Experience:**

Prior experience with Enterprise Solutions (i.e. WebEOC) and data entry is preferred, but not required.

**Training/Prerequisites required or recommended:**

Microsoft Office Suite

**Desired Majors (Specific majors or “open to all”):**

Desired: Emergency Management, Statistics, Management Information Systems, GIS, Software Programming. Open to all

**Will there be opportunities for travel? If so, explain:**

No travel opportunities.

**Can this internship be completed virtually?**

No, this is an in-person internship.

**Intern Supervisor:**

Megan Hill

**Please submit completed form to:**

Ashley Lynch, Human Resource Consultant, Office of Human Resources

[Ashley.Lynch@em.myflorida.com](mailto:Ashley.Lynch@em.myflorida.com)