



## Interested in Emergency Management?

The Philadelphia Office of Emergency Management (OEM) is seeking highly-motivated graduate or undergraduate students interested in careers in emergency management, homeland security, public health, and human services for spring fellowships.



### The OEM Fellowship Program

The OEM Fellowship Program offers students a unique opportunity to work on a variety of issues and take responsibility for important projects.

Fellows will have the opportunity to specialize in areas of particular interest and gain exposure to all aspects of OEM planning and operations. Fellow project areas include public health and medical, human services, community resilience, homeland security, and threat and hazard-based planning.

### Requirements

Spring Fellows must:

- Sign a non-disclosure agreement;
- Be subject to a criminal background check due to the sensitivity of our work; and,
- Be able to commute to 240 Spring Garden St., Philadelphia, PA 19123
- Be willing to work 16 hours per week

### Application Instructions

Applicants should submit:

- One page cover letter describing what you would bring to the program and areas of specific interest
- Brief 1-3 page writing sample
- Resume

**Applications are due no later than November 13<sup>th</sup>.** OEM will conduct interviews with selected candidates on a rolling basis, so early applications are encouraged.

All applications should be forwarded to [grant.shea@phila.gov](mailto:grant.shea@phila.gov) and include the subject line: "Spring Fellowship Application."

Ready, or not?





## Who Are We?

The Philadelphia Office of Emergency Management (OEM) is responsible for ensuring the readiness of the City of Philadelphia for emergencies of any kind through an integrated and collaborative program that educates the public on how to prepare for emergencies, works with organizations throughout the city to prepare for emergency contingencies, and coordinates emergency response and recovery operations.

## Fellowship Program Details

This opportunity is ideal for highly-motivated graduate or undergraduate students interested in careers in emergency management, homeland security, public health, and human services. Applicants should have strong interpersonal, writing, and oral communication skills. Professionalism, the ability to work individually and in teams, and flexibility are essential.

Typical duties will include:

- Independent and team-based research;
- Participation in interagency meetings
- Special event planning; and,
- Policy development.

Fellows may also:

- Support activations of the City's emergency operations center
- Observe emergency field response activities as opportunities arise

## Timeframe

The spring fellowship will start the week of January 11<sup>th</sup> and end the week of April 25<sup>th</sup> with the potential for a summer extension.

## Compensation

This fellowship is unpaid but does offer valuable experience and has resulted in job opportunities for previous participants at a variety of federal, state and local agencies.

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