



## 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 relations, public health, education, or planning for fall 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 information, educational outreach, video production, mitigation, and recovery planning.

### Requirements

Fall Fellows must:

- Commit at least 16 hours weekly;
- Sign a non-disclosure agreement; and,
- Be subject to a criminal background check due to the sensitivity of our work.

Applicants should have strong interpersonal, writing, and oral communication skills. Professionalism, the ability to work individually and in teams, and flexibility are essential.

### Application Instructions

Applicants should submit:

- A 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 August 22<sup>nd</sup>.** OEM will conduct interviews with selected candidates on a rolling basis, so early applications are encouraged.

All applications should be forwarded to [francesca.laroche@phila.gov](mailto:francesca.laroche@phila.gov) and include the subject line: "Fall 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.

Typical duties will include:

- Independent and team-based research;
- Participation in interagency meetings
- Policy development.

Fellows may also:

- Support activations of the City's emergency operations center
- Observe emergency field response activities as opportunities arise
- Participate in off-site visits.

## Timeframe

The fall fellowship starts in September and ends in early December. Specific start and end dates are negotiable.

## Compensation

This fellowship is unpaid but does offer valuable experience and has resulted in job opportunities for previous participants at a variety of agencies including:

- Philadelphia OEM
- State of Maryland Department of Health and Mental Hygiene
- Montgomery County Department of Public Safety
- The Salvation Army

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