



## Evacuteer.org Hurricane Preparedness and Outreach Coordinator Intern

Evacuteer.org is looking for assistance for training Evacuteers and will be tasked with conducting Operations, Community Engagement, and Outreach events this spring.

Intern should have an interest in public health/emergency management and grassroots community organizing. You will be working closely with the staff members and given autonomy for programs. Interns should be ambitious, flexible and independent. Spring is one of [evacuteer.org](http://evacuteer.org)'s busiest time of year, and staff members may be called away for hurricane trainings/other business related to hurricane preparedness.

The intern will be working alongside busy staff and will be given large responsibility to conduct outreach, assist with volunteer committees, manage correspondence and promotion, visit community partners, and train Evacuteers independently. Some grant writing and research projects may also require assistance. Supervisors will consist of full-time staff members Kali Roy, Executive Director, and Jillian Sandoval, Program and Volunteer Manager.

Intern will have intermediate reviews throughout the internship at the discretion of supervisors. Goal for the organization is to complete training of a total of 500 volunteers and to ensure target population has access to City-Assisted Evacuation information through various committees. Goal of the intern should be a greater understanding of the City of New Orleans City-Assisted Evacuation, community engagement tactics, volunteer management, training, and emergency operations. Additional opportunities include meetings and collaboration with the New Orleans Health Department and Office of Homeland Security.

Preference will be given to those who have the following qualifications:

- Experience working in a busy office setting (~1 year)
- Data entry with Salesforce or other database management
- Experience working in diverse communities
- Web editing with Squarespace
- Training and public speaking
- Excellent writing skills
- Demonstrated leadership experience
- Critical thinking

Expected dates in spring: Week of Martin Luther King Day (negotiable) through mid-May

-Application due date: First Friday in November

Expected dates in summer: Third week of May through August 31

-Application due date: Second Friday in April

Expected dates in fall: mid-August through early December

-Application due date: Last Friday of June

Expected finish: Hours: 10/week; including some evening and weekend events

Positions Available: 2

Requirements: Current undergraduate junior or senior or current masters student in public health, emergency management, disaster resilience or related field

Transportation: Interns are responsible for coordinating their own transportation to and from the workplace at Trumpet Ice House: 2803 St. Philip Street, New Orleans, LA 70119

To apply: Please email Kali Roy at [Kali@evacuteer.org](mailto:Kali@evacuteer.org) with your resume and cover letter, including spring availability. Include a short writing sample of 3-5 pages.