



Connect Consulting Services
Engage | Prepare | Recover

Emergency Management Intern

About Connect Consulting Services, Inc.

Connect Consulting Services is a woman-owned emergency management and business continuity planning firm based in Sacramento, CA with clients throughout the U.S. Our passion is providing peace of mind to agencies and organizations of all sizes through expert emergency management and business continuity planning services. We develop emergency operations and business continuity plans, train staff and stakeholders, and test disaster plans with drills and exercises to enhance our clients' emergency management and business continuity programs.

Connect Consulting Services is small but mighty, and growing! Our team needs dedicated, passionate people who want to learn and grow while contributing to our shared success.

Job Responsibilities

If you are interested in pursuing a career in emergency management or business continuity, this is the opportunity for you! In addition to basic administrative tasks such as data entry, making copies, and reception, you will contribute to our projects and learn about emergency management and business continuity planning by conducting research, reviewing plans, posting updates on our website and social media, helping prepare for exercises and drills, preparing and sending newsletters and marketing materials, and much more.

You will also have opportunities to meet and develop relationships with professionals in the emergency management, business continuity, and health care fields.

Candidate Background

- Interest or experience in health care, emergency management, business, or communications a plus
- Excellent written and verbal communications
- Strong research and qualitative analysis skills
- Experience with social media
- Proficiency with Microsoft Office Suite
- Ability to work autonomously and participate as part of a multi-disciplinary team
- Experience with office/administrative procedures

Compensation/Benefits

- \$12/hour and school credit
- Downtown Sacramento Parking provided

Equal Opportunity Employer

- Connect Consulting Services, Inc. is an equal opportunity employer. We strongly encourage and seek applications from women; veterans; people of color, including bilingual and bicultural

individuals; and members of the Lesbian, Gay, Bisexual, and Transgender communities. Applicants shall not be discriminated against because of race, religion, gender, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

How to Apply

- Interested candidates, please e-mail your resume, cover letter, and writing sample to: Norma Springsteen, Connect Consulting Services Director of Operations, norma@connectconsulting.biz.