



Cal OES Summer Intern Program (SIP)

Program Dates: 6/8/2022 – 8/19/2022

About Our Program

The California Governor's Office of Emergency Services (Cal OES) is dedicated to protecting lives and property, building capabilities, and supporting our communities for a resilient California. We establish partnerships. We monitor threats. We develop disaster plans. We teach people how to prepare for disasters. We build and maintain critical communications infrastructure. We support communities affected by disasters, assist with recovery efforts, and so much more. This is the growing field of emergency management!

Want a front-row seat to the action?

Cal OES's 10-week summer intern program is designed to provide participants with an in-depth introduction to the world of emergency management, and insights into the State's civil service hiring and career planning process.

Important Program Dates

- 1/1/2022 - Application window opens
- 2/28/2022 - Application window closes
- 3/1/2022 - Interview process begins
- 4/15/2022 - Notification of program acceptance
- 6/8/2022 - Internship start date
- 8/19/2022 - Graduation ceremony

How to Apply

Please complete an application package and follow submission instructions (described below).

Application Package Components

- Resume
- Statement of Purpose (SOP)
 - Please answer the following questions in your SOP:
 - What do you hope to learn and/or accomplish as a Cal OES Summer Intern?
 - What experience, skills, and insight can you contribute to the workplace?
 - What program areas or topics most interest you?
 - Guidelines for SOPs:
 - There is no minimum nor maximum length, but we recommend providing enough detail that it is at least one (1) page
 - Please use the following formatting:
 - Century Gothic font
 - 12 pt. font size
- Three (3) References
 - Name
 - Phone Number
 - Email Address
 - Relationship to Applicant

Submitting Your Application Package

Methods for submitting your application (please choose only one method):

- Electronically via Email (preferred)
 - Please convert your documents into PDF format and send as attachments in one email to intern.recruitment@caloes.ca.gov.
- Physically via Mail or Drop Off
 - You may mail or drop off the application package (during normal business hours) to:
 - California Governor's Office of
Emergency Services
Attn: Summer Internship Program / HR
Department
3650 Schriever Avenue
Mather, CA 95655

Regardless of submission method, all application packages must be time stamped or post-marked by 5:00pm on Monday, February 28, 2022. Late applications may not be considered.

For questions regarding the application process or the Cal OES Summer Internship Program, please email intern.recruitment@caloes.ca.gov.

Applicants who require a reasonable accommodation for the hiring interview process must request the necessary accommodations when contacted to schedule the interview. Questions regarding reasonable accommodations may be directed to Equal Employment Opportunity at eeo@caloes.ca.gov.

Frequently Asked Questions (FAQs)

What does an intern do?

Interns at Cal OES provide program and administrative support, prepare and facilitate oral presentations, attend and participate in various meetings, complete baseline emergency management training courses, and provide support for special projects and other related work. Assignments and tasks vary by unit.

What are the requirements to participate?

We are looking for interns who can work collaboratively with others (as part of an organizational team) or independently, is organized and able to meet deadlines, and has a desire to learn and develop knowledge, skills, and abilities. At a minimum, interns should be high school graduates (or possess a GED certificate).

What is the work schedule like for an intern?

Schedules will be discussed between the intern and the manager, which are generally during business hours of 7AM – 5PM, Monday to Friday. We ask that interns commit to a minimum of 20 hours (with a maximum of 40 hours) per week.

Are there any activities included in this internship?

Yes. There will be intern presentations, field trips, a graduation ceremony, and various activities that are beneficial to prepare you for future success, such as: mock interviews, educational webinars, networking opportunities, etc.

Is the internship remote or in person?

This will be up to the manager of the program area assigned. During the application process, the co-chairs will take into consideration your ability to work in-person, remote, or a combination of the two.

How much does an intern get paid at Cal OES?

Unfortunately, internships are unpaid. However, there are many benefits to interning with Cal OES, such as skills to better prepare you for future employment opportunities, networking, exposure to state employment, particularly how Cal OES operates, and much more.

Can interns receive school credit?

Yes. If your school has a program that allows school credit for internships, we will provide the necessary documentation.

What job and promotion opportunities are available for interns?

One of the purposes of the intern program is to prepare you for success in future employments. Cal OES is always on the lookout for new talent and the Summer Internship Program is one way to locate new potential employees. As an intern with Cal OES, opportunities given are skills to better prepare you for future employment opportunities, networking, exposure to state employment and hiring process, and specifically how Cal OES works and operates.