



Cal OES Summer Intern Program (SIP) Frequently Asked Questions (FAQs)

About Cal OES – Who are we?

The California Governor's Office of Emergency Services (Cal OES) is the premier emergency management organization of California.

Our Mission: We protect lives and property, build capabilities, and support our communities for a resilient California. We achieve our mission by serving the public through effective collaboration in preparing for, protecting against, responding to, recovering from, and mitigating the impacts of all hazards and threats.

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 over the age of 18 years old and high school graduates (or possess a GED certificate).

What does the application process include?

Interested individuals may apply for the internship by completing an application packet and submitting those documents to intern.recruitment@caloes.ca.gov before the final submission date of February 12, 2024.

The Cal OES application packet consists of:

- Resume
- Statement of Purpose (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 area most interests you and why?
- A list of three references

- All 3 items (Resume, SOP, and list of references) must be included in order for your application packet to be considered complete.

How long is the Summer Internship Program?

The internship will last approximately 10 weeks and will run from June through August.

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: 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.

Where do I go to learn more?

We can be reached via email at intern.recruitment@caloes.ca.gov, for more information.