

CITY OF GILROY IS HIRING

EMERGENCY MANAGEMENT INTERN 2026 COLLEGE SUMMER INTERNSHIP

Administration Department

15 - 25 hours per week

\$16.90 - \$18.84 per hour – Bachelor's program

\$19.56 – \$21.74 per hour – Master's program

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!

ABOUT THE POSITION

The City of Gilroy is recruiting an undergraduate or graduate-level City Emergency Management College Summer Intern for the summer of 2026. This internship will provide a significant opportunity to gain experience and exposure and accumulate skills that are used daily in city government emergency management programs that make substantial impacts to the community. The Emergency Management Team works year-round to ensure that community is prepared for disasters through planning, training, outreach, and coordination with local and regional partners. Joining our team means contributing to meaningful work that directly supports community reliance and preparedness.

Working under the supervision of the Emergency Services and Volunteer Coordinator, the Emergency Management Intern will assist with planning, preparedness, outreach, and administrative functions that support OEM programs and Emergency Operations Center (EOC) readiness. Work includes both office-based and field support activities.

ABOUT THE TEAM

The Emergency Operations Division is a part of the Administration Department. This is a close-knit group with a strong sense of camaraderie, with a passion to serve Gilroy, and are invested in the community's future and success. We leverage our individual experience and expertise for collaborative problem solving and we enjoy discussing, learning, and planning new programs and how they can be strategically implemented. You will work in an environment that is energizing and multifaceted and where you will be challenged daily. This is a unique opportunity to contribute to meaningful public safety initiatives while building valuable, career launching experience!

VOLUNTEER WORK SCHEDULE

Internships can start as early as May 26, 2026 and end as late as September 30, 2026. This paid internship is offered at 15 - 25 hours per week with flexible scheduling. The assigned manager will work with the Intern to identify a work schedule during standard work hours as described below. The office start and end date of the internship will be determined at the time of hire. Work hours are generally Monday – Friday between 8:00am – 5:00pm.



APPLICATION DEADLINE

April 9, 2026

ORAL INTERVIEWS

April 21, 2026

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING ITEMS:

- Responses to supplemental questions are required
- A Resume is required
- A Cover Letter explaining interest in this position with City of Gilroy is required
- College Transcripts (unofficial) are required

Applications that do not include all required items are incomplete and will not be considered.

Apply at

www.CityOfGilroy.org/jobs



WHAT YOU'LL DO:

- Assist with reviewing and updating emergency plans, annexes, and Standard Operating Procedures (SOPs)
- Support EOC readiness activities, including equipment checks, document organization, and checklist updates
- Maintain resource lists, contact databases, and situational awareness tools
- Assist with Emergency Management Volunteer coordination and management
- Help develop outreach materials and coordinate community education events

POTENTIAL PROJECTS:

- Emergency Volunteer Center planning
- Commodity Point of Distribution (POD) planning
- EOC readiness improvement initiatives
- Community preparedness and resilience programs

THE IDEAL CANDIDATE WILL:

- Demonstrate a genuine interest in Emergency Management operations.
- Have a willingness to learn, be coachable, and have a teamwork approach.
- Possess excellent written and verbal communications skills to potentially interact with the City of Gilroy residents and customers.
- Hold attention to detail and accuracy in high regard.
- Have good computer skills with working knowledge in Microsoft Office including Word, Excel, and Outlook. Google Workspace is a plus!
- Exercise discretion and maintain confidentiality and handle sensitive information.

QUALIFICATIONS

- College majors in Emergency Management, Public Administration, Public Safety, Sociology, Leadership or a related area of study may apply for this internship and should be one of the following:
 - A current college student in a Bachelor's program.
 - A college graduate who obtained a Bachelor's degree within the last year
 - A current college student entering, or currently enrolled in a Master's program.
- Must pass a background check, including a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.
- Prefer bilingual English/Spanish

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CITY APPLICATION FORM

Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of NEOGOV application as incomplete applications will not be accepted.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (to include testing for psychoactive marijuana metabolites), given at the City's expense prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away (408) 846-0228.

IMPORTANT INFORMATION

Prior to appointment and given City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and applicable medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If any special accommodations are necessary at any stage of the selection process, please contact Human Resources.



APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following **required** items with your electronic NEOGOV application:

- Completed applications with responses to supplemental questions (required)
- Cover letter that explains your specific interest in the Emergency Management Intern position with the City of Gilroy is required
- Detailed resume focusing on relevant work experience and education is required
- College Transcripts (unofficial) are required

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as **incomplete applications will not be accepted**.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

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Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.

