



MONTGOMERY COUNTY
HUMAN RESOURCES DEPARTMENT

RECRUITMENT
TRAINING AND DEVELOPMENT
COMPENSATION & BENEFITS

755 ROANOKE STREET, SUITE 2D, CHRISTIANSBURG, VIRGINIA 24073-3180

POSITION VACANCY

INTERN/EMERGENCY SERVICES OFFICE

Montgomery County Government Center

Montgomery County's Emergency Services Office is seeking an intern to work 15-20 hours per week to assist with County-wide Emergency Services projects including but not limited to: assist Emergency Services Coordinator with activities for the launch of the new burn building/training center, assist with new grant applications and alternative funding streams for fire/rescue and other emergency service programs/projects, and assist with the development of training/personal preparedness programs for citizens. This is a paid internship offering \$10/hour and flexible hours during the regular work week. This internship will work under the general direction of the Emergency Services Coordinator from the Government Center location at 755 Roanoke St., Christiansburg, Virginia.

Position requires strong communication and organizational skills, and ability to work both collaboratively with county staff in a team environment and independently. Experience with volunteer Fire/Rescue Programs preferred, as well as demonstrated proficiency in the use of MS Office, including Word, Excel, and Outlook.

Applications must be received. Interested candidates must apply by **May 17, 2019** to be considered. Online application available at <http://www.montgomerycountyva.gov/hr>. For more information, please call the County Job Line at (540) 394-2010. To request application assistance for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.