REGIONAL HOMELAND SECURITY INTERN

The Southeastern Regional Planning and Economic Development District (SRPEDD), the regional planning agency for southeastern Massachusetts, seeks a Homeland Security Intern to assist the Project Manager and Office Administrator in providing support to the Southeast Homeland Security Regional Advisory Council (SRAC) and its sub-committees. For further details on SRPEDD and SRAC see www.srpedd.org.

Essential Functions and Duties
The Intern will be responsible for providing:

- Administrative assistance, project management, procurement and grant compliance services to ensure that projects are implemented successfully;
- Assistance in preparing for monthly SRAC meetings, committee meetings and trainings;
- Other duties as assigned.

Knowledge, Skills, and Abilities
The successful applicant must be able to demonstrate:

- Professional demeanor and a positive “can do” attitude;
- A task-oriented work ethic, responsiveness to deadlines, and a common sense approach to moving agendas forward;
- Strong writing and verbal skills;
- Ability to work independently and with other staff at SRPEDD;
- Strong computer skills, including advanced proficiency in Microsoft Office™, as well as other software.

Compensation and Benefits
This is a part-time position with a starting salary of $12 - $15 per hour, depending on qualifications and experience. All candidates must have a valid driver’s license and legal authorization (citizenship or visa) to work in the USA. Position open until filled. Forward cover letter, resume and names, affiliations, and contact information of three professional references to info@srpedd.org. SRPEDD is an EOE/AA employer.