

**Safety Intern
Summer Internship in Menlo Park
LifeMoves**

Position Title: Safety Intern

Main Office Location: Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment: Full Time (40 hours/week)

Position Details:

Are you ready for the next big quake? Did you know that Social Media has revolutionized disaster response and is the next generation of disaster response? It has become the go-to source for help and information. Survivors harness social media by contacting and communicating they are safe, using social media to buy supplies and find shelter, retrieve emergency information through Facebook.

LifeMoves summer safety intern will be deeply involved in the inner workings of the Safety operations. They will assist with creating structure and systems, assessing needs and implementing a program throughout LifeMoves. The Safety Intern will be responsible for planning a disaster recovery plan using online tools and updating all safety disaster sheds.

Primary Responsibilities Include:

- Drafting a “Safety List” that represents what programs are lacking
- Visiting shelter sites to assess disaster readiness
- Attending Safety Committee Meetings

Position Requirement/Preferred Skills:

- HS Diploma and some college
- Profound attention to detail
- Very strong ability to plan and organize
- Highly proactive, with a diligent work ethic and positive attitude
- Ability to work with many people and teams across the agency
- Desire to learn, and make a difference for people in IVSN’s programs

Learning Outcomes:

- Hands-on engagement with operations processes for one of the largest and most effective nonprofit agencies serving homeless populations in the SF Bay Area
- Insight into strategic decisions regarding operations, donors, and donation policy
- Career development opportunities, including networking with IVSN staff, donors, volunteers, and partner agencies

Compensation: Unpaid

Supervisor: Safety Manager