# Summer Student, Emergency Preparedness

The Emergency Preparedness Department at Sunnybrook is seeking motivated and detail-oriented Summer Student(s) to support the team’s activities from May to August 2025 (4 months). This is an exciting opportunity to gain valuable work experience and emergency management skills within a large academic and research hospital.

Sunnybrook’s Emergency Preparedness Department coordinates planning and preparedness strategies for a variety of hazards, and helps Sunnybrook be ready for any emergency.

Reporting to the Manager, Emergency Preparedness, the Summer Student(s) will primarily support the team by conducting literature reviews, completing policy and data analyses, and preparing written reports and presentation materials to communicate their findings.

## Responsibilities

* Conducting academic literature reviews and environmental scans on best practices and trends in disaster and emergency management.
* Collecting, organizing, recording and analyzing qualitative and quantitative data.
* Completing policy analyses.
* Creating or editing content for the department’s intranet website.
* Promoting an anti-racist, anti-oppressive, diverse, and inclusive work and team environment, consistent with Sunnybrook’s Anti-Racism Policy and equity and social accountability strategy.
* Other related duties, as assigned.

## Qualifications and Experience

* Current enrollment in an undergraduate or graduate university program, preferably specializing in Disaster and Emergency Management.
* Experience completing research, literature reviews and academic writing is required.
* Experience developing visually engaging content and materials is an asset.

## Skills

* Self-motivated with strong analytical and critical thinking skills.
* Excellent interpersonal, verbal/written communication, and presentation skills.
* Excellent organizational and time management skills.
* Strong understanding of American Psychological Association (APA) style.
* Strong working knowledge of Microsoft Office programs (Word, Excel, PowerPoint, and Outlook) and other tools (ex., Canva).