POSITION DESCRIPTION

**Position Title:** Fire Protection Intern

**Location:** SFPE Headquarters Office, Gaithersburg, Maryland

**Full/Part-time:** Part Time

**Reports to:** The Senior Manager for Engineering Practice

**Statement of the Position:**

The Fire Protection Intern will assist the Senior Manager for Engineering Practice in leading SFPE’s global technical/engineering activities that include identifying, developing, and overseeing SFPE’s technical products and research work, reviewing new innovations, and assisting in the development of a research agenda for the fire safety engineering profession.

**Functions:**

**SFPE Technical Document Committees** – Assist with the development of SFPE technical documents. This includes performing literature searches, performing calculations, and reviewing documents for technical document committees.

**Research & Innovation** – Assist SFPEs Subcommittee on Research and Innovation in preparing a new Research Agenda for the fire protection profession.

**Code and Standards** – Assist SFPEs Subcommittee on Codes and Standards Liaison by documenting where SFPE standards & guides are referenced in global fire protection standards.

**FPE Magazine** – Assist the Technical Editor in fact checking articles for *Fire Protection Engineering* magazine, *FPE Extra* digital magazine and *SFPE Europe* digital magazine.

**Standing Committee on Research, Tools & Methods** – Assist the SFPE Standing Committee on Research, Tools & methods as required.

**Position Requirements:**

- Currently enrolled as a student seeking a BS or MS degree in Fire Protection Engineering.
- Excellent organizational and prioritization skills; able to handle multiple tasks, projects and priorities effectively and professionally.
- Ability to work well in a small, high-energy organization; a team player willing to take on new challenges with demonstrated ability to partner with staff and member volunteers.
- Strong verbal and written communication skills.
- Proficiency in MS Office Suite.
- Proficiency in Computer-Based Fire and Human Behavior Models is a plus.