



JOIN OUR TEAM REJOIGNEZ NOTRE ÉQUIPE



The Toronto Port Authority owns and operates:
L'Administration portuaire de Toronto possède et exploite:

AÉROPORT DE TORONTO
BILLY BISHOP
TORONTO CITY AIRPORT

PORT OF
TORONTO

OUTER HARBOUR
MARINA
DE L'AVANT-PORT

The Toronto Port Authority operates the Billy Bishop Toronto City Airport, the Port of Toronto and the Outer Harbour Marina. We are proud to be partners in securing Toronto's economic prosperity and enhancing its beautiful waterfront for all to enjoy.

The Toronto Port Authority has the following exciting contract (4-months), full-time, internship opportunity awaiting you:

EMERGENCY MANAGEMENT INTERN

The Emergency Management Intern supports emergency preparedness, response, and business continuity activities at Billy Bishop Toronto City Airport. Reporting directly to the Emergency Planning & Operations Deputy Fire Chief, the intern assists with exercise development, EOC readiness, documentation support, and SharePoint maintenance. This position requires strong communication skills, adaptability, and the ability to work in a fast-paced operational environment.

RESPONSIBILITIES:

General activities and functions include, but are not limited to:

- The successful candidate will support Toronto Port Authority Emergency Management and risk reduction plans and programs.
- Assist in the planning, development, and delivery of full-scale exercises, tabletop exercises, and functional drills, following Transport Canada, and industry best-practice exercise framework.

- Support the creation of exercise materials, including master scenario events list, participant guides, facilitator notes, evaluation templates, and after-action documentation.
- Participate in exercise facilitation and evaluation during multi-agency training events involving airport partners.
- Participate in the initial Threat Risk Assessment (TRA) process by assisting with data gathering, documentation, and decision-support activities during emerging incidents.
- Assist in maintaining readiness of the Airport Emergency Operations Centre (EOC), including documentation, resource tracking tools, and status boards.
- Support IMS operations during exercises and real-world activations by applying IMS structure knowledge and producing, maintaining, and organizing key IMS forms and operational documentation.
- Support airport-wide emergency management by maintaining and updating business continuity plans, coordinating hazard and risk-reduction initiatives, managing SharePoint documentation, and contributing to after-action reviews and improvement planning.
- Assist teams in using SharePoint for information sharing, version control, and EOC coordination.
- Support internal and external communications during routine operations, exercises, and emergencies.
- Assist with preparing briefing notes, status updates, situation reports, in coordination with Emergency Planning, Operations Deputy Fire Chief.

Note: This position description is intended to describe the general level and nature of the position and is not an exhaustive list of all tasks assigned in the performance of the position.

QUALIFICATIONS AND ABILITIES:

- Currently enrolled in post-secondary program related to Emergency Risk Management Program.
- Strong interest in emergency management and planning.
- Demonstrate flexibility to work within a fast pace and changing work environment where priorities may shift to meet organizational demands.
- Basic understanding of emergency management and planning principles.
- Awareness of issues, trends and theories relating to emergency management and business continuity/continuity of operations.
- Ability to work with multiple stakeholders in a professional, diplomatic and tactful manner.
- Solid communications skills including writing and verbal skills; presentation skills; research abilities.
- Creative problem-solver and strategic thinker with a strong work ethic.
- Highly organized, flexible, great time management skills and able to prioritize multiple projects effectively.
- Ability to work both independently and as part of a team in a fast-paced environment with tight deadlines.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, SharePoint) required.
- Ability to communicate in French an asset.

Interested and qualified candidates are invited to e-mail a resume along with a covering letter outlining how your experience supports our position requirements to: careers@torontoportauthority.com

By submitting a resume and/or job application materials, you consent to the Toronto Port Authority collecting, using, and disclosing your personal information for the purposes of present or future job opportunities, in accordance with our Privacy Policy.

In the subject line, please quote: **EMERGENCY MANAGEMENT INTERN**

We thank all applicants for their interest. However, only applicants selected for an interview will be contacted. The Toronto Port Authority is an equal opportunity employer.



To learn more about the Toronto Port Authority and the exciting work we are doing to be a city-builder and transform Toronto's waterfront go to www.TorontoPortAuthority.com