

DISTRICT OF COLUMBIA
HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity – Plans and Preparedness Division

Duration of Internship: September 8, 2015 – November 25, 2015

Compensation: Stipend

The District of Columbia **Homeland Security and Emergency Management Agency** (HSEMA) manages and coordinates the District’s unified prevention, protection, response, mitigation, and recovery efforts for all disasters, whether natural or man-made, that occur in the District of Columbia.

HSEMA is looking for highly-skilled **undergraduate and graduate** students that are interested in homeland security and emergency management processes and how these practices protect life and property. In particular, HSEMA is looking for students interested in or majoring in the following fields:

- Emergency Management/Homeland Security
- Applied Mathematics
- Applied Statistics
- Governmental Affairs
- Information Technology/Computer Science
- Business/Public Administration/Policy
- Public Communication/Relations
- Urban Planning

As an intern you will have the opportunity to work for a dynamic agency that is nationally-recognized as a leader in homeland security and emergency management practices.

Position With: Plans and Preparedness Division

Description of Opportunity

The **Plans and Preparedness Division (PPD)** facilitates a systematic planning process that promotes a “whole-community” approach to all-hazards preparedness planning in the District. This primarily involves instituting and maintaining standardized systems that support the actions required to develop strategic, operational, and tactical plans that address all-hazard response, recovery, mitigation, prevention, and protection activities. Successful candidates will be part of an experienced team of preparedness planners and subject matter experts who are committed to promoting resiliency in government agencies, our communities, and critical infrastructure. As part of their assigned tasks, selected interns will conduct research; collect, collate, edit, audit, and analyze data; conduct queries and generate reports; develop, review, socialize, and evaluate plans, initiatives, and the program; and perform general administrative tasks.

Qualifications

- A. Demonstrated interest in emergency management and homeland security issues
- B. Excellent written and oral communications skills required
- C. Must be proficient in Microsoft Word, Excel, and PowerPoint
- D. Demonstrated proficiency in research and analysis

**Interns may be asked to work outside of normal business hours including weekends and holidays*

To **apply**, submit a **cover letter, resume, and one (1) writing sample (max. eight (8) pages)** to hsema.internship@dc.gov indicating the particular Internship Opportunity being applied for in the email subject line by **Sunday, August 9, 2015**.

NOTE: Applicants must be US citizens and are subject to a background check