



## Internship Program 2015

DISTRICT OF COLUMBIA HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

### **Paid Internship Opportunity #1 – External Affairs and Policy Directorate**

**Duration of Internship: June 1, 2015 – August 28, 2015**

The District of Columbia **Homeland Security and Emergency Management Agency** (HSEMA) manages and coordinates the District’s unified planning, 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 graduate students and undergraduate students, who have completed at least three years of undergraduate studies, that are interested in homeland security and emergency management related matters 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
- Law/Political Science
- Public Administration/Policy
- Public Communication/Relations

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:** External Affairs and Policy Directorate

#### **Description of Opportunity**

- Work with Community Outreach Team Members to facilitate emergency preparedness presentations;
- Work with the Public Information Officer (PIO) on the creation of social media messaging, press releases, and other public communication; and
- Work with the External Affairs/Legislative Division to assist in policy research and writing for the HSEMA website.

#### **Qualifications**

- Demonstrated interest in emergency management and homeland security issues
- Excellent written and oral communications skills required
- Must be proficient in Microsoft Word, Excel, and PowerPoint
- Bilingual or American Sign Language fluent applicants preferred

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

To **apply**, submit a **cover letter**, **resume**, and **one (1) writing sample (max. eight (8) pages)** to [hsema.internship@dc.gov](mailto:hsema.internship@dc.gov) indicating the particular Internship Opportunity being applied for in the email subject line by **May 22, 2015**.

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