



Internship Program 2015

DISTRICT OF COLUMBIA HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity #8 – Plans and Preparedness Division

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 or post-graduate students 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
- Applied Mathematics
- Applied Statistics
- Governmental Affairs
- Information Technology/Computer 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: Plans and Preparedness Division/Mitigation

Description of Opportunity

- Support the management of existing mitigation grant awards and/or the application to the alternate opportunities
 - Assist with project development
 - Provide grant management support
 - Provide administrative support to the Mitigation Officer
- Support the Mitigation Subcommittee program
 - Facilitate meetings of the subcommittee and develop planning materials
 - Perform data/information management and analysis

Qualifications

- A. Knowledgeable of emergency management doctrine, specifically related to the mitigation mission area
- B. Excellent written and oral communications skills required
- C. Must be proficient in Microsoft Word, Excel, and PowerPoint
- D. Must possess experience with basic data/information management analysis practices

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

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 **May 22, 2015**.

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