

HSEMA INTERNSHIP PROGRAM

HSEMA's internship program provides real-world knowledge and experience in emergency management, homeland security efforts, public affairs, and intelligence analysis. Our internship program seeks qualified graduate and undergraduate students who are majoring in a wide-variety of fields. A highly qualified applicant will possess the following: self-motivation, attention to detail, critical thinking skills, excellent oral and written communication skills, and the ability to work in a fast-paced environment.



ELIGIBILITY AND PROGRAM REQUIREMENTS:

ENROLLMENT

Undergraduate (Junior or Senior year) and graduate students currently enrolled, who are in good academic standing with a minimum GPA of 2.5 at a U.S. college or university. Enrollment must be supported by a transcript and a Proof of Enrollment Certificate.

PROGRAM HOURLY REQUIREMENTS

Interns complete 24 hours minimum per week during the Fall and Spring sessions, and 32 hours minimum per week during the Summer session.

COMPENSATION

\$16.10/hr

PROFESSIONAL DEVELOPMENT

Interns participate in professional development trainings focused on various topics.

COMMUNITY OUTREACH EVENTS

Interns attend and assist in at least two community outreach events.

END OF THE TERM PRESENTATIONS

Interns present the work of their internship to their cohort and agency peers.

APPLICATION REQUIREMENTS:

- Resume
- Letter of recommendation on official letterhead
- Upload a video/writing sample for the following prompt: What is an Emergency Management or Homeland Security issue that you would like to find a resolution to? (2 pages/2-minute maximum)
- Transcript
- Proof of enrollment, which may be supported by either (1) a transcript that indicates your anticipated graduation date, (2) a letter from school administration (NOT a professor) stating your anticipated graduation date and that you are in good standing, OR (3) a copy of your fall 2022 class schedule
- Please apply at:
<https://form.jotform.com/hsemainternship/hsema-spring-2023-internship-apply>

Applications Open through:

October 17, 2022 - November 21, 2022 at 11:59 pm EDT.

To apply, you must be a U.S. citizen.

Applicants are subject to a background check.

Submit your questions via email

✉ hsema.internship@dc.gov

Division of Operations and Intelligence

Strategic Intelligence Bureau (SIB)

This position will support the Strategic Intelligence Bureau's core mission of receiving, analyzing, and sharing threat-related information between local, state, federal, and private sector partners within the analysis, cyber, and threat assessment center. Functions include research and data collection and supporting trainings and initiatives focused on targeted violence and terrorism prevention.

Division of Operations and Intelligence

Situational Awareness Bureau (SAB)

This position will support the overarching strategic development of the Situational Awareness Bureau's programs including the Situational Awareness Capability Development Working Group, the Watch Center Coalition Engagement, relocation of operations (Half Street SE), CORE DC development initiatives, and other key administrative and management improvements.

Division of Operations and Intelligence

Preparedness Bureau

This position will support the Preparedness Bureau Planning Team with development, finalization, and production of the District's Mission and Service Plans. The position also supports the Training & Exercise Team with planning, development, and execution of tabletop exercises, and will work with local, regional, state, and federal partners to manage several programs including the drafting of the Emergency Operations Plan.

Division of Operations and Intelligence

Readiness and Response, Coordination Bureau (RRCB)

This position will support projects that help further develop the agency's Strategic Operation Plans. RRCB interns will participate in Emergency Operations Center activations, field deployments, and steady-state operations. They will assist the RRCB team with coordinating response operations prior to, during, and following emerging incidents and events.

Division of Operations and Intelligence

Facilities and Logistics Bureau

This position supports several activities for the bureau. Activities include working with the District Logistic Center (DLC) staff to understand and learn the inventory management process; working within warehouse operations; and contributing to the shipping and receiving operations. Interns will use their knowledge and experience gained from the DLC to support HSEMA's warehouse operations, contributing to shipping and receiving, inventory management, and will learn the components of fleet management.

Division of Mission Support

Resilience Bureau

The position will support an initiative to overhaul the ReadyDC website so that it is more in tune with residents' needs around preparedness. In addition to the ReadyDC work, you will support hazard mitigation projects including updates to the Hazard Mitigation Plan, initiatives to implement Resilient DC and harden critical infrastructure, and will support the bureau with administrative functions.

Division of Mission Support

Office of Associate Director

The position will support two major initiatives in the Mission Support Division during this cohort. Specifically, supporting a Career Pathways development and the Emergency Management (EM) Exchange Program. The EM Exchange Program is an initiative that will allow cities and states to request and deploy personnel in support of specific projects. Participants will gain valuable experience while organizations will enjoy growing their network of partners that understand their agency. The Career Pathways is a project that will allow staff to better understand the skills, professional development opportunities and resources that are useful to work in different parts of the agency.

Executive Office

Office of Policy, Performance, and Data

This position will support projects to develop a documentation and publishing system for the agency. This will include performing an inventory of official documents (e.g., policies, plans, procedures), surveying current methods for disseminating and socializing those documents, gathering requirements, and engaging stakeholders.

Executive Office

Office of External Affairs

This position will primarily support HSEMA's legislative affairs. Activities will include tracking and viewing relevant DC Council and US Congress hearings and conducting research to assist with drafting legislation. There will also be an opportunity to meet with and present on HSEMA's programs and initiatives to business, faith, and community organizations throughout DC.

Department of Human Services (DHS)

This position will support and assist DHS functions as they relates to planning, operations, training & exercise, data analyzation, and logistics. Activities will include reviewing and enhancing the development of mass care plans, supporting emergency operations and special events, and assisting with the refinement of mass care data analysis, reporting, and visualization tools.