



HSEMA INTERNSHIP PROGRAM

Pandemic Response and
Inauguration 2021 Support

LEGAL AFFAIRS DIVISION

The Office of Legal Affairs develops agency policies and procedures, provides administrative support to the District's Homeland Security Commission, and provides legislative guidance and expertise.

The Office of Legal Affairs is looking for students interested or majoring in the following fields:

- Emergency Management/Homeland Security
- Governmental Affairs
- Journalism
- Law
- Political Science
- Public Administration/Policy

ABOUT HSEMA

The District of Columbia **Homeland Security and Emergency Management Agency** (HSEMA) manages and coordinates the District's prevention, protection, response, recovery, and mitigation efforts for all disasters occurring in DC.

INTERNSHIP EXPERIENCE

HSEMA is seeking highly-skilled graduate and undergraduate students interested in homeland security and emergency management. Interns are exposed to a unique and dynamic environment showcasing governmental and nongovernmental coordination.

The Fall 2020 cohort will support the agency's COVID-19 response and recovery efforts and aid in preparations for the 59th Presidential Inauguration. Interns will work alongside local, state and federal partners, attend large-scale exercises, and participate in the activation of the District's Emergency Operations Center (EOC). Through the internship program, interns will be able to expand their network and grow as professionals. Successful candidates will be expected to demonstrate professionalism, timeliness, effective communication and enthusiasm for learning.

Internship Duration:

September 14, 2020 – January 29, 2021

Hourly Requirement:

Interns will be required to complete 20 hours of work per week.

Compensation:

Stipend

Application Deadline

August 10, 2020 at 11:59PM

ELIGIBILITY AND PROGRAM REQUIREMENTS

ENROLLMENT

Undergraduate (Junior or Senior year) and graduate students are eligible. Students must be enrolled in an academic program at a U.S. college or university at the time of application with a minimum GPA of 2.5. Enrollment must be supported by a transcript that shows student's anticipated graduation date or an official letter from school administration (NOT a professor).

FEMA ICS COURSES

Interns are required to complete the following FEMA ICS Courses and submit a certificate of completion before the mid-way point of the program.

- Courses 100, 200, 230, 242, 700, 800, 2200

PROFESSIONAL DEVELOPMENT

Interns participate in professional development trainings focused on various topics.

END OF THE TERM PRESENTATIONS

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

HOW TO APPLY

PLEASE SUBMIT

- Cover letter, indicating focus area of interest
- Resume
- Writing sample (5 pages max.)
- One letter of recommendation on official letterhead from an academic or professional reference
- Proof of enrollment in an undergraduate/graduate program, which is supported by: 1) transcript that shows student's anticipated graduation date or 2) an official letter from school administration stating the student is in good standing with the anticipated graduation date – cannot be from a professor.

To apply, you must be a U.S. citizen. Applicants are subject to a background check.

Submit via email

 hsema.internship@dc.gov