HSEMA **INTERNSHIP** PROGRAM

OPERATIONS DIVISION

The Operations Division is responsible for developing, implementing, and maintaining the agency's steady-state and emergency operations activities.

The Operations Division is looking for students interested or majoring in the following fields:

- Criminal Justice
- Emergency Management/Homeland Security
- Geographic Information Systems
- Information Technology/Computer Science
- Law Enforcement
- 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.

HSEMA.DC.GOV/INTERN

READY DC

WE ARE WASHINGTON DC GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

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.

HSEMA is leading the District's COVID-19 response and recovery efforts in coordination with DC Health. The Summer 2021 cohort will support the District's COVID operations and aid in steady-state emergency management and homeland security initiatives. Interns will work alongside local, state and federal partners, participate in exercises and training opportunities, and support possible activations 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 Start Date:

Monday, May 17, 2021

Hourly Requirement:

Interns must be able to work a minimum of 24 hours and a maximum of 30 hours per week.

Application Deadline

Sunday, March 7 at 11:59 p.m. EST

Compensation

$15/hr

To be eligible for the summer internship program, applicants must be enrolled in classes for the summer 2021 or fall 2021 semester.

ELIGIBILITY AND PROGRAM REQUIREMENTS

ENROLLMENT

Undergraduate (Junior or Senior) 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.

FEMA ICS COURSES

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

END OF THE TERM PRESENTATIONS

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

HOW TO APPLY

Please submit your electronic application using the following link: **form.jotform.com/hsemainternship/summer2021**. Applicants will not be able to submit their application unless it includes a copy of each of the following documents:

- Cover letter
- Resume
- Writing sample of your choice (5 pages max.)
- One (1) 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
  2. An official letter from school administration (NOT a professor) stating the student's anticipated graduation date and that they are in good standing.

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

Questions about the application process? Email:

hsema.internship@dc.gov

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