



# HSEMA INTERNSHIP PROGRAM

Pandemic Response and  
Inauguration 2021 Support

## 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.

# 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](mailto:hsema.internship@dc.gov)