

# HSEMA INTERNSHIP PROGRAM

As an intern, you will work for a dynamic agency that is nationally recognized as a leader in homeland security and emergency management practices. Opportunities are available in the following focus areas:



## **Division of Operations and Intelligence Fusion Strategic Intelligence Bureau**

You 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 Center, interns will assist in the collection and analysis of data that directly impacts public safety in the District of Columbia, work with stakeholders, develop short- and long-term focused intelligence products, support collection and analysis initiatives during active incidents, and provide briefings on the threat environment to a variety of audiences.

## **Division of Operations and Intelligence Fusion Situational Intelligence Bureau**

You will support overarching strategic development of the Situational Intelligence Bureau's programs including key administrative and management improvements in addition to supporting the Watch Center Coalition Engagement, relocation of operations (Half Street SE), and CORE DC development initiatives.

## **Division of Operations and Intelligence Fusion Preparedness Bureau**

You will work with local, regional, state, and federal partners to manage several programs, requiring specialized knowledge in each. This includes preparedness-focused trainings and exercises and the drafting of Emergency Operations Plans. You will participate in community outreach and training events focused on preparedness measures that are effective within the whole community.

## **Division of Operations and Intelligence Fusion Readiness and Response, Coordination Bureau**

You will work with project leads to finalize the Post-Emergency Canvassing Operation (PECO) plan. You will also help with development of the training course within the plan and the creation of the Universal Intake Form. RRCB interns will participate in Emergency Operations Center activations, field deployments, and steady-state operations.

## **Division of Mission Support Resilience Bureau**

You 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 Administration Bureau**

You will support the development of project plans and execute those plans to better understand the budget cycle. You will work to understand budget formation including how to prepare and organize agency and program budgets, and you will create comprehensible and visually appealing information for financial reporting.

## **Division of Mission Support Technology Innovation Bureau**

You will be part of the agency's hardware renewal cycle: receive, re-image, and distribute the devices. You will also participate in hardware deployment and development vfor HSEMA's new HQ. In addition to working with HSEMA's Logistics Center to inventory new equipment and decommission out-of-service equipment, you will provide technology support during EOC Activations and field deployments and assist the Technology Bureau with creating and updating current Strategic Operating Plans (SOPs) and guides.

## **Executive Office Office of External Affairs**

You will support the optimization of digital communications and public affairs methodology, creation of effective communications plans, assets, and strategic communications planning. Additionally, you will provide effective stakeholder outreach through community engagement and event organizing.



## 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
- Writing sample and/ or Video on the designated prompt ( 2 pages max/ 2 minute max.)
- One letter of recommendation
- Most recent transcript
- Proof of current enrollment in an undergraduate or graduate program (enrollment can be supported by a transcript or an Official Proof of Enrollment Certificate.
- Please apply at:  
<https://form.jotform.com/hsemainternship/hsema-fall-2022-internship>

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