



# HSEMA INTERNSHIP PROGRAM

## 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 and enthusiastic graduate and undergraduate students interested in careers in homeland security and emergency management. Interns are exposed to a unique and dynamic environment showcasing governmental and nongovernmental coordination. In the past, interns had the opportunity to work alongside local, state, and federal partners on coordinated events in the District. Interns attend large-scale exercises and events with public and private partners to expand their network, grow as professionals, and have the experience of a lifetime:

In support of the Office of Legal Affairs and the Office of Policy and Legislative Affairs, successful candidates will be expected to:

- Provide support in administering Homeland Security Commission meetings
- Provide law and policy research. If the candidate is a law student, he or she shall engage in legal writing to support the General Counsel.
- Draft HSEMA policies and procedures
- Assist with internal coordination and communications to accomplish projects

## Internship Duration:

Mid-May – Mid-August

## Hourly Requirement:

Interns will complete 30 hours per week.

## Application Deadline:

March 9, 2020 at 11:59PM

# ELIGIBILITY AND PROGRAM REQUIREMENTS

## ENROLLMENT

Undergraduate (juniors and seniors will be given preference) 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 an official letter from school administration. It cannot be a letter from a professor.

## FEMA ICS COURSES

Interns are required to submit a certificate of completion for the following FEMA ICS Courses before the end of the session:

- Courses 100, 200, 700, and 800

## 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.

# 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
- Most recent transcript
- Proof of current enrollment in an undergraduate or graduate program – this may be supported by an official transcript or letter from school administration including expected graduation date or a copy of class schedule for Fall 2020 semester.

**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)