



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.

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.

Interns working within the Emergency Operations Center (EOC) Bureau will be expected to:

- Facilitate convening of multi-disciplinary share situational awareness and coordination operational approaches.
- Establish/refine standards to inform training of EOC Team personnel; design, develop, and deliver trainings and exercises to validate capability enhancements
- Manage the administration of EOC activations prior to or during incidents to management consequences; and
- Support priority planning initiatives to enhance strategic incident/consequence management capabilities

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