



HSEMA INTERNSHIP PROGRAM

PREPAREDNESS AND RESILIENCE DIVISION

The Preparedness and Resilience Division is responsible for the integration of emergency preparedness and information collection, analysis, and dissemination. The division also facilitates a systematic process that promotes a “whole-community” approach to all-hazards preparedness planning in the District. The Preparedness and Resilience Division is looking for students interested or majoring in the following fields:

- Adult Education
- Curriculum Development
- Emergency Management/Homeland Security
- Geographic Information Systems
- Governmental Affairs
- Instructional Design
- Intelligence
- Public Administration/Policy
- Public Health
- Urban Planning

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

Interns are exposed to a unique and dynamic environment showcasing governmental and nongovernmental coordination. HSEMA also provides the opportunity to work alongside state and federal partners during coordinated events in the District, participate in exercises with public and private partners, and grow as professionals while having the experience of a lifetime.

Interns working within the Planning, Training and Exercise Bureau (PTEB) will be expected to:

- Assist in updating plans, policies and procedures for emergency operations in the District
- Support planning, coordination, and facilitation of emergency management exercises with local, state, federal, and private partners
- Identify training opportunities to bring to the District
- Contribute to the District's Corrective Actions Program in order to incorporate lessons learned from real-world emergencies and simulated exercises

Interns working within the Long Term Risk Reduction Bureau (LTRR) will be expected to:

- Assist recovery efforts including cost recovery, Individual Assistance, Public Assistance, and recovery planning efforts
- Assist staff with sourcing new projects involving mitigation, critical infrastructure, and reducing risks to District residents
- Develop and contribute to written material including, possible presentations, blogs, fact sheets and tool kits
- Conduct research and analysis on emergency planning for District residents with function and access needs

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