

HSEMA INTERNSHIP PROGRAM

HSEMA's internship program provides real-world knowledge and experience in emergency management, homeland security efforts, public affairs, and intelligence analysis. Our internship program seeks qualified graduate and undergraduate students who are majoring in a wide-variety of fields. A highly qualified applicant will possess the following: self-motivation, attention to detail, critical thinking skills, excellent oral and written communication skills, and the ability to work in a fast-paced environment.



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.

PROGRAM HOURLY REQUIREMENTS

Interns complete 20 hours minimum per week during the Fall and Spring sessions, and 30 hours minimum per week during the Summer session.

COMPENSATION

\$17.50/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
- Transcript (can be unofficial)
- Upload a video response OR writing sample for the following prompt: What is an Emergency Management or Homeland Security issue that you would like to find a resolution to? (2 pages/2-minute maximum)
- Please apply at: <https://arcg.is/1OWiLf>

Applications Open through:

July 29 - August 14, 2024 at 11:59 pm EDT

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

[HSEMA.DC.GOV/INTERN](https://hsema.dc.gov/intern)



WE ARE WASHINGTON
GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

Division of Operations and Intelligence

Strategic Intelligence Bureau (SIB)

In this position, the candidate 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, cyber, and threat assessment center. Functions include research and data collection and supporting trainings and initiatives focused on targeted violence and terrorism prevention.

Division of Operations and Intelligence

Preparedness Bureau

This position will support the Preparedness Bureau Planning Team with development, finalization, and production of the District's Mission and Service Plans. The position also supports the Training & Exercise Team with planning, development, and execution of tabletop exercises, and will work with local, regional, state, and federal partners to manage several programs including the drafting of the Emergency Operations Plan.

Division of Operations and Intelligence

Safety and Security Bureau

The position will support various programs, projects, and initiatives within the HSEMA Safety and Security Bureau including but not limited to Emergency Response Planning, Policy Development and Review, and the development of Visitor Safety Programs.

Division of Operations and Intelligence

Readiness and Response, Coordination Bureau (RRCB)

This position will support projects that help further develop the agency's Strategic Operation Plans. RRCB interns will participate in Emergency Operations Center activations, field deployments, and steady-state operations. They will assist the RRCB team with coordinating response operations prior to, during, and following emerging incidents and events.

Division of Mission Support

Office of the Chief of Staff

In this position, the candidate will support the CORE DC program, the District's system of record. Intern will assist with writing new system requirements, logging development progress and data tracking during dedicated work sessions with the developers, and support testing new boards and updates to the system. The intern will also gain exposure to the training side of the CORE DC program and have opportunities to collaborate with the HSEMA training team and end users around the District. The intern may be asked to support general Chief of Staff initiatives to complement and supplement their work on CORE DC.

Division of Mission Support

Office of the Chief of Staff-EDI

In this position, there is an exciting opportunity to gain experience in promoting a culture of inclusion within an organization. You will work alongside the Equity, Diversity, and Inclusion (EDI) team to support various initiatives and gain valuable insights into creating a more equitable and diverse workplace. As the coordinating agency for homeland security and emergency management, HSEMA envisions a District of Columbia that mitigates and minimizes the impacts of threats and hazards with a particular focus on historically underserved communities of color.

Executive Office

Office of Policy, Performance, and Data

In this position, the candidate will develop a documentation system for the agency—perform an inventory of official documents (policies, plans, procedures), survey current methods for disseminating and socializing those documents, gather requirements and engage stakeholders, and document workflows and processes; Provide project management support to the data and GIS program—requirements evaluation, strategic planning, and training; Finally, the candidate will assist the policy program—review existing internal policies, and provide support to the Homeland Security Commission.

Executive Office

Office of External Affairs

This position will primarily support HSEMA's legislative affairs. Activities will include tracking and viewing relevant DC Council and US Congress hearings and conducting research to assist with drafting legislation. There will also be an opportunity to meet with and present on HSEMA's programs and initiatives to business, faith, and community organizations throughout DC.