

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. 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

\$16.50/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
- Letter of recommendation on official letterhead
- Upload a video/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)
- Transcript
- Proof of enrollment, which may be supported by either (1) a transcript that indicates your anticipated graduation date, (2) a letter from school administration (NOT a professor) stating your anticipated graduation date and that you are in good standing, OR (3) a copy of your summer/ fall 2023 class schedule
- Please apply at:
<https://form.jotform.com/hsemainternship/-hsema-summer-2023-internship-appli>

Applications Open through:

March 20, 2023 - April 20, 2023 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

Division of Operations and Intelligence

Strategic Intelligence Bureau (SIB)

This position 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

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

Finance and 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

Resilience Bureau

The position 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

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 for 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 Policy, Performance, and Data

This position will support projects to develop a documentation and publishing system for the agency. This will include performing an inventory of official documents (e.g., policies, plans, procedures), surveying current methods for disseminating and socializing those documents, gathering requirements, and engaging stakeholders.

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.

Department of Human Services (DHS)

This position will support and assist DHS functions as they relates to planning, operations, training & exercise, data analyzation, and logistics. Activities will include reviewing and enhancing the development of mass care plans, supporting emergency operations and special events, and assisting with the refinement of mass care data analysis, reporting, and visualization tools.

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