

DISTRICT OF COLUMBIA
HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity – Communications Bureau

Duration of Internship: September 3, 2018 – December 14, 2018

Compensation: Stipend

The District of Columbia **Homeland Security and Emergency Management Agency** (HSEMA) manages and coordinates the District's unified planning, response, mitigation, and recovery efforts for all disasters, whether natural or man-made, that occur in the District of Columbia.

HSEMA is looking for highly-skilled **graduate** students, that are interested in homeland security and emergency management related matters and how these practices protect life and property. In particular, HSEMA is looking for students interested in or majoring in the following fields:

- Emergency Management/Homeland Security
- Law/Political Science
- Public Administration/Policy
- Communications/ Public Relations
- English/Writing

As an intern you will have the opportunity to work for a dynamic agency that is nationally-recognized as a leader in homeland security and emergency management practices.

Position With: Communications Bureau

Description of Opportunity

The **Communications Bureau** is responsible for sharing the Agency's story through public education, media, training seminars, social media, preparedness events, and community meetings and assists the Executive Office of the Mayor in the coordination of crisis communications during emergencies. Successful candidates will be expected to work in the following capacities: assist the Communications Bureau with its social media efforts (producing content and measuring results for Facebook, Twitter and Instagram), work with HSEMA's Community Outreach Team to plan and coordinate outreach events for District residents; assist the Communications Bureau Chief with research on emergency preparedness communication best practices; write content for websites and additional emergency preparedness products for public distribution; and assist with additional administrative tasks as assigned.

Qualifications

- A. Must be proficient in using digital marketing tools (social media platforms, content management system) and demonstrate ability to offer recommendations based on digital and social media analytics
- B. Demonstrated interest in emergency management and homeland security issues
- C. Excellent written and oral communications skills required (must be able communicate specific, sometimes complex ideas to supervisors and District residents)
- D. Must be proficient in Microsoft Word, Excel, and PowerPoint
- E. Bilingual or American Sign Language fluent applicants will receive particular consideration

**Interns may be asked to work outside of normal business hours including weekends and holidays*

To **apply**, submit a **cover letter, resume, one (1) writing sample (max. eight (8) pages) and one (1) letter of recommendation** to hsema.internship@dc.gov indicating the particular Internship Opportunity being applied for in the email subject line by **Sunday August 5, 2018**

NOTE: Applicants must be US citizens and are subject to a background check