

DISTRICT OF COLUMBIA
HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity - External Affairs and Policy Directorate

Duration of Internship: September 6, 2017 – December 15, 2017

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: External Affairs and Policy Directorate

Description of Opportunity

The **External Affairs and Policy Division** supports community preparedness through public education, media campaigns, training seminars, preparedness orientations, and community planning meetings; develops agency policies and procedures, and assists the Executive Office of the Mayor in the coordination of crisis communications during incidents. Successful candidates will be expected to work in the following capacities: assist the External Affairs and Policy Division (EAP) with creating messaging for HSEMA that can be distributed in person by the Agency's Community Outreach Team and via social media; work with HSEMA's Community Outreach Team to plan and coordinate outreach events with District constituents; assist the EAP Assistant Director with research on emergency preparedness best practices, policies, and, as necessary, upcoming legislative issues; assist HSEMA with updating the agency website and developing additional emergency preparedness products for online distribution; and assist with administrative tasks as assigned.

Qualifications

- A. Demonstrated interest in emergency management and homeland security issues
- B. Excellent written and oral communications skills required (must be able to speak to communicate specific, sometimes complex ideas to both supervisors and District constituents)
- C. 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
- 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 6, 2017**

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