

DISTRICT OF COLUMBIA
HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity - External Affairs and Policy Directorate

Duration of Internship: January 22, 2018 – May 4, 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 or law students that are interested in developing policy writing and researching skills. In particular, HSEMA is looking for students who are pursuing a law degree or are in the following fields:

- Law/Policy
- Public Administration
- Emergency Management/Homeland Security
- 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 internal agency policies and procedures (the emphasis of this position), 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 drafting and researching laws and policies for internal agency purposes. Additional tasks as assigned may include assisting EAP with research on emergency preparedness best practices, and, as necessary, upcoming legislative issues; updating the Agency website, providing support to external affairs projects, and other duties as required.

Qualifications

- A. Those with prior policy writing experience are preferred; an interest in policy writing is required
- 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. Close attention to detail
- D. Interpersonal skills and ability to collaborate with a team
- E. Ability to take excellent meeting notes and strong editing and proofreading skills
- F. Must be proficient in Microsoft Word, Excel, and PowerPoint
- G. Demonstrated interest in emergency management and homeland security issues is preferred but not required

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

To **apply**, submit a **cover letter**, **resume**, **one (1) policy related 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 December 3, 2017**

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