

DISTRICT OF COLUMBIA
HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity – Finance and Administration Directorate

Duration of Internship: May 22, 2017 – August 11, 2017

Compensation: Stipend

The District of Columbia **Homeland Security and Emergency Management Agency (HSEMA)** manages and coordinates the District’s unified prevention, protection, 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 and undergraduate students, who have completed at least two years of undergraduate studies and are interested in homeland security and emergency management processes and how these practices protect life and property. Particularly HSEMA is looking for students interested in or majoring in the following fields:

- Emergency Management/Homeland Security
- Business Administration
- Public Administration/Policy
- Human Resources

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: Finance and Administration Division

Description of Opportunity

- A. Assist with the development of HSEMA’s Finance & Administration Division’s Standard Operating Procedures (SOPs)
- B. Assist with the development of Finance and Administration Division’s training curriculum and materials
- C. Assist with audits as needed

Qualifications

- A. Demonstrated interest in budget, finance and/or human resources within the public sector
- B. Excellent written and oral communication skills
- C. Must be proficient in Microsoft Word, Excel, and PowerPoint

**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) Signed letter of recommendation** to hsema.internship@dc.gov indicating the particular Internship Opportunity being applied for in the email subject line by **Sunday April 7, 2017**

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