



## Internship Program 2015

DISTRICT OF COLUMBIA HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

### **Paid Internship Opportunity #5 – Plans and Preparedness Division**

**Duration of Internship: June 1, 2015 – August 28, 2015**

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 that are interested in homeland security and emergency management processes 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
- Applied Mathematics
- Applied Statistics
- Governmental Affairs
- Information Technology/Computer Science
- Public Administration/Policy
- Public Communication/Relations
- Urban Planning

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:** Plans and Preparedness Division/Recovery Program

#### **Description of Opportunity**

- A. Support the enhancement of the District Recovery Support Functions (RSFs) by:
- Compiling briefing materials for agencies and organizations identified as having primary or supporting role in recovery organization including their roles and responsibilities pre- and post-disaster
  - Researching best practices for functional area-specific RSF operations (i.e., creating economic stabilization plans for Economy, Commerce, and Employment RSF and creating long term housing plans for Housing RSF)

#### **Qualifications**

- A. Demonstrated interest in emergency management and homeland security issues  
B. Excellent written and oral communications skills required  
C. Must be proficient in Microsoft Word, Excel, and PowerPoint  
D. Demonstrated proficiency in research and analysis

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

Learn more about HSEMA at [www.hsema.dc.gov](http://www.hsema.dc.gov).

To **apply**, submit a **cover letter**, **resume**, and **one (1) writing sample (max. eight (8) pages)** to [hsema.internship@dc.gov](mailto:hsema.internship@dc.gov) indicating the particular Internship Opportunity being applied for in the email subject line by **May 22, 2015**.

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