



HSEMA INTERNSHIP PROGRAM

ADMINISTRATION DIVISION

The Administration Division is responsible for coordinating HSEMA's daily enterprise operations and functions. This division houses the State Administrative Agent for the federal homeland security grant program. This division also supports the functions of IT, HR, Logistics, and Finance.

The Administration Division is looking for students interested or majoring in the following fields:

- Business Administration
- Emergency Management/Homeland Security
- Finance
- Geographic Information Systems
- Human Resources
- Information Technology/Computer Science
- Public Administration/Policy

ABOUT HSEMA

The District of Columbia **Homeland Security and Emergency Management Agency** (HSEMA) manages and coordinates the District's prevention, protection, response, recovery, and mitigation efforts for all disasters occurring in DC.

INTERNSHIP EXPERIENCE

HSEMA is seeking highly-skilled and enthusiastic graduate and undergraduate students interested in careers in homeland security and emergency management. Interns are exposed to a unique and dynamic environment showcasing governmental and nongovernmental coordination. In the past, interns had the opportunity to work alongside local, state, and federal partners on coordinated events in the District. Interns attend large-scale exercises and events with public and private partners to expand their network, grow as professionals, and have the experience of a lifetime.

Successful candidates will be expected to demonstrate professionalism, timeliness, effective communication, and enthusiasm for learning. Accepted interns work up to 20 hours per week (paid stipend) during the Fall or Winter internship sessions; 30 hours per week during the Summer session.

Internship Duration:

12-14 Weeks (Fall, Winter, and Summer Sessions)

Compensation:

Stipend



RACHEL A.

IT Intern

Work hard and soak up all information in the process. The members of HSEMA's IT team are VERY knowledgeable, experienced, and (most importantly) willing to teach you what they know.

ELIGIBILITY AND PROGRAM REQUIREMENTS

ENROLLMENT

Undergraduate (Junior or Senior year) and graduate students currently enrolled, who are in good academic standing with a minimum GPA of 2.5 at a U.S. college or university. Enrollment must be supported by a transcript and an official letter from school administration. It cannot be a letter from a professor.

PROGRAM HOURLY REQUIREMENT

Interns complete 20 hours per week during the Fall and Winter sessions, and 30 hours per week during the Summer session.

FEMA ICS COURSES

Interns are required to submit a certificate of completion for the following FEMA ICS Courses before the end of the session:

- Courses 100, 200, 700, and 800

PROFESSIONAL DEVELOPMENT

Interns participate in professional development trainings focused on various topics.

COMMUNITY OUTREACH EVENTS

Interns attend and assist in at least two community outreach events.

END OF THE TERM PRESENTATIONS

Interns present the work of their internship to their cohort and agency peers.

HOW TO APPLY

Please submit

- Cover letter, indicating focus area of interest
- Resume
- Writing sample (5 pages max.)
- One letter of recommendation on official letterhead from an academic or professional reference
- Most recent transcript
- Proof of current enrollment in an undergraduate or graduate program (enrollment can be supported by a transcript or an official letter from school administration. Proof cannot be a letter from a professor).

To apply, you must be a U.S. citizen. Applicants are subject to a background check.

Submit via email

 hsema.internship@dc.gov

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