



# HSEMA INTERNSHIP PROGRAM

## OFFICE OF PUBLIC AFFAIRS

The Office of Public Affairs is responsible for spearheading external and public affairs initiatives, including outreach and coordination with the public, private industry, media, and the District public information officers.

The Office of Public Affairs is looking for students interested or majoring in the following fields:

- Communications
- Emergency Management/Homeland Security
- English/Writing
- Journalism
- Public Relations

## 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. 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:

- Assist with producing content and measure results for the agency's social media channels (Facebook, Twitter, Instagram and LinkedIn);
- Work with HSEMA's Community Outreach Team to plan and coordinate outreach events for District residents;
- Assist the Office of Public Affairs with research on emergency preparedness communication best practices; and
- Write content for websites and additional emergency preparedness products for public distribution.

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



## 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](mailto:hsema.internship@dc.gov)

2720 MARTIN LUTHER KING JR AVENUE, SE | WASHINGTON, DC 20032  
Phone (202) 727-6161 | Fax (202) 715-7288 | TTY (202) 730-0488

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