

DISTRICT OF COLUMBIA
HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity – Operations Division

Duration of Internship: September 3, 2018- December 14, 2018

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 **undergraduate** and **graduate** students who have completed at least two years of undergraduate studies who 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
- Information Technology/Computer Science
- Public Administration/Policy
- Public Communication/Relations

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: Operations Division

Description of Opportunity

The Operations Division maintains situational awareness, coordinates emergency response by providing logistical and resource support, disseminates emergency notifications to internal response agencies and the public and participates in field operations to coordinate incident response, mitigation, and recovery support for District and Federal agencies during special events. Manages the citywide Joint All-Hazards Operation Center (JAHOC). Successful candidates will be asked to complete a series of tasks over the course of their internship as defined by the Chief of Operations. Emergency Management related training will be provided as well as guidance and mentorship opportunities.”

Qualifications

- A. Demonstrated interest in emergency management
- B. Strong written and oral communications 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, writing sample (8 page Maximum), 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 August 5, 2018**

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