

**DISTRICT OF COLUMBIA**  
**HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY**

---

**Paid Internship Opportunity – Policy and Legislative Affairs Bureau**

**Duration of Internship: May 21, 2018 – August 10, 2018**

**Compensation: Stipend**

The District of Columbia **Homeland Security and Emergency Management Agency** (HSEMA) manages and coordinates the District’s unified planning, 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 or law students that are interested in developing policy writing and research skills. In particular, HSEMA is looking for students who are pursuing a law degree or are in the following fields:

- Law/Policy
- Public Administration
- Emergency Management/Homeland Security
- Area of graduate study with strong emphasis on writing and research

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:** Policy and Legislative Affairs Bureau

**Description of Opportunity**

The **Policy and Legislative Affairs Bureau** develops agency policies and procedures, provides administrative support to the Homeland Security Commission, and provides legislative guidance and expertise.

Successful candidates will research laws and policies and assist with drafting policies for internal agency purposes. Additional tasks as assigned may include assisting the Bureau with research on emergency preparedness best practices, upcoming legislative issues, and other duties as required.

**Qualifications**

- A. Those with prior policy writing experience are preferred; an interest in policy writing is required
- B. Excellent written and oral communications skills required (must be able to speak to communicate specific, sometimes complex ideas to both supervisors and District constituents)
- C. Close attention to detail
- D. Interpersonal skills and ability to collaborate with a team
- E. Ability to take excellent meeting notes and strong editing and proofreading skills
- F. Must be proficient in Microsoft Word, Excel, and PowerPoint
- G. Demonstrated interest in emergency management and homeland security issues is preferred but not required

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

To **apply**, submit a **cover letter, resume, one (1) policy related writing sample (max. eight (8) pages) and one (1) letter of recommendation** to [hsema.internship@dc.gov](mailto:hsema.internship@dc.gov) indicating the particular Internship Opportunity being applied for in the email subject line by **Sunday April 29, 2018**

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