

DISTRICT OF COLUMBIA

HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity – Preparedness Division

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 prevention, protection, response, mitigation, and recovery efforts for all disasters, whether natural or man-made, that occur in the City. The HSEMA is an industry leader having developed a flagship District Preparedness System (DPS) which serves a model across the nation. The DPS is the cornerstone of the District’s preparedness activities designed to achieve our shared goal: the safety and resilience of our City. As an intern you will have the opportunity to support the DPS by developing products and working within a dynamic environment during real world incidents and planned events.

HSEMA is looking for highly-skilled and motivated **undergraduate and graduate** students that are interested in the homeland security and emergency management field to learn how to apply homeland security and emergency management practices to protect life, property, and the environment. 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
- Business/Public Administration/Policy
- Public Communication/Relations
- Urban Planning
- Adult Education/ Curriculum Development/ Instructional Design

Position: Internship with the Preparedness Division (PD)

Description of Opportunity: The **Preparedness Division** facilitates a systematic process that promotes a “whole-community” approach to all-hazards preparedness planning in the District. This primarily involves instituting and maintaining standardized systems that support the actions required to develop strategic, operational, and tactical plans that address all-hazard within the prevention/ protection, response, recovery, and mitigation mission areas. Successful candidates will be part of an experienced team of homeland security and emergency management professionals who are committed to promoting resiliency in government agencies, our communities, and critical infrastructure. As part of their assigned tasks, selected interns will conduct research; collect, collate, edit, audit, and analyze data; conduct queries and generate reports; develop, review, socialize, and evaluate plans, initiatives, and the program; and perform general administrative tasks. Interns will have the opportunity to deploy to the City’s Emergency Operations Centers (EOC) during incidents, planned events, and exercises to support operations. Interns will also be required to complete a suite of industry related courses delivered by HSEMA, the Federal Emergency Management Agency (FEMA), and regional partners.

Qualifications

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

To **apply**, submit a **cover letter**, **resume**, **one (1) writing sample (max. eight (8) pages)** and **one (1) letter of recommendation** to 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

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