

DISTRICT OF COLUMBIA

HOMELAND SECURITY & EMERGENCY MANAGEMENT AGENCY

Paid Internship Opportunity – Preparedness 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. 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.

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)

The Preparedness Division manages a comprehensive program that facilitates a “whole-community” approach to all-hazards preparedness planning in the District. The Preparedness team develops and maintains the strategy, doctrine, organizational structures, processes, and data that enable the District to strategically reduce risk and build readiness to both naturally occurring and man-made incidents. This includes programs in mitigation, prevention, protection, planning, response, recovery, training, and exercises. Interns will be part of an experienced, dynamic team of professionals who are committed to promoting resiliency in government agencies, communities, and critical infrastructure.

Interns will play an integral role on the Preparedness team and have the opportunity to work on numerous substantive projects and programs. As part of their assigned tasks, selected interns will conduct research; collect, validate, and streamline data; develop, review, socialize, and evaluate plans; develop and attend trainings; plan and participate in exercises; support meetings to capture notes and action items; and perform general administrative tasks. Interns will have the opportunity to gain invaluable operations experience supporting the District’s Emergency Operations Centers (EOC) during emergencies, planned events, and/or exercises. Interns will also complete a suite of industry-related training 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, August 5, 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*