

Position Title: Communications Intern

Reports to: Senior Director of Marketing & Communications

FLSA Status: Part time, Non-Exempt

About USGIF: USGIF's purpose is to promote the geospatial intelligence tradecraft and to develop a stronger community of interest between government, industry, academia, professional organizations and individuals who share a mission focused around the development and application of geospatial intelligence to address national security objectives.

Job Summary: The Communications Intern contributes to the day-to-day writing and editing of the official digital magazine of the United States Geospatial Intelligence Foundation (USGIF), *trajectory*. This includes website content, monthly e-newsletter, and social media engagement. The role assists in ensuring all media reflects Foundation branding and issues of relevance to the intelligence and greater geospatial communities. This position also helps execute communication strategies for the Foundation.

Duties and Responsibilities:

- **Contribute to marketing and communication efforts of the Foundation's events and activities and establish a climate of teamwork, collaboration, and constant improvement in service of the Foundation's mission:**
 - Employ external communication and public relations skills to extend the visibility, value, and reputation of the organization.
 - Contribute to media relations and oversee writing and distribution of press releases.
 - Develop and expand programs and communications that appeal to members and prospective members across multiple sectors- ex. defense, intelligence, public safety, civil agencies, and disaster relief. Engagement with new members in the expanding commercial GEOINT/geospatial industry is an important element of USGIF's purpose.
 - Ensure USGIF website content is accurate, up-to-date, grammatically correct, aesthetically pleasing, and delivers an excellent user experience.

- **Contribute to and promote USGIF's official publication, *trajectory* magazine, to inform, educate, and provide relevant, actionable content in a format that is compelling and engaging to all geospatial intelligence stakeholders.**
 - Contribute to the day-to-day writing, editing, and production of USGIF's *trajectory* media program, to include website, e-newsletter, and social media engagement.
 - Assist in ensuring all media reflects Foundation branding and issues of relevance to the intelligence and greater geospatial communities.

- Leverage *trajectory* to share USGIF news and initiatives, position the Foundation as a thought leader, and educate the community.
 - Assist with *Trajectory* on Location video programming onsite at the GEOINT Symposium.
 - Contribute to *trajectory* editorial calendar, production schedule, and media kit.
 - Attend USGIF events (in-person and virtually) to engage the community via social media, take photos, and write post-event recaps for the *trajectory* website.
 - Research, pitch, and write weekly web exclusives and blog posts for the *trajectory* website
 - Assist in developing news briefs and Q&A interviews for the *trajectory* website
 - Other editorial duties as assigned.
- **Assist Senior Director of Marketing and Communications and other USGIF Senior Staff as needed**
 - Assist with proofreading marketing copy, marketing research, presentations, and reporting
 - Proactively contribute ideas and add value to the overall marketing and communications strategy
- **Serve as a key member of the USGIF team, contributing to the Foundation’s events and activities, exhibiting teamwork, collaboration, and constant improvement in service of the Foundation’s mission:**
 - As directed, execute the foundation’s prioritized strategy to encompass the technology and program influences on changing mission and markets.
 - Alongside the other members of the USGIF team, ensure the long-term sustainability of the Foundation, modelling a culture of collaboration and staff effectiveness.
 - Identify and suggest ways to improve event offerings to engage broad and expanding audiences.
 - Identify and suggest ways to develop and expand programs that appeal to members and prospective members across multiple sectors- ex. Academia, defense, intelligence, public safety, civil agencies, and disaster relief. Engagement with new members in the expanding GEOINT academia programs is an important element of USGIF’s purpose.
 - Contribute to communications means that highlight the thought leadership and philanthropic contributions of the Foundation with key government, academic, and private sector stakeholders and the public.

Qualifications

- US citizenship required
- Current enrollment in a graduate program, or recent graduate majoring in journalism, marketing, communications or a related field.
- Excellent interpersonal and communication skills—A+ writer/editor who can make technical topics approachable and engaging

- Must be a solid leader, a motivated follower, and a collegial teammate
- Ability to multi-task, prioritize, and meet deadlines in a fast-paced environment
- Excellent computer skills with proficiency in Microsoft Office
- Strong sense of organization, customer service, and close attention to detail
- Must be able to travel occasionally
- Ability to commit to at least a one-year internship
- Administrative experience a plus
- Familiarity with Association Management System (AMS) or Customer Relationship Management (CRM) tools a plus

Working Conditions:

- Due to the ongoing pandemic, USGIF staff are working remotely until further notice. As the pandemic conditions improve, we plan to return to a mix of working remotely and from our office space in Herndon, Virginia.
- Intern must have own laptop/phone
- Periodic attendance at local after-hours events
- Being able to lift materials (~25 lbs.)

Compensation: This is a paid, hourly position. USGIF cooperates enthusiastically with universities and career services offices that allow students to receive academic credit or other arranged compensation for their efforts.

To Apply:

We are accepting internship applications through May 7th, including from admitted students who have not yet begun their graduate program. To be considered, please submit a cover letter and resumé to interns@usgif.org with the subject: Comms Intern.

We encourage potential applicants to apply early in their graduate school enrollment. We hire interns on an as-needed basis and internships may not align with semester calendars. We will notify applicants if they are a candidate for an opening.