

Position Title: Membership Database Intern

Reports to: Membership Services Manager

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 Membership Database Intern contributes to the development, implementation and day-to-day administration of the USGIF Association Management System (AMS). This team player will need to be prepared to take a deep dive into the AMS and help to optimize the maximum functionality and usage of the system. The appropriate candidate is enthusiastic, hard-working, and a creative problem solver that will receive hands-on experience with a "big data" management system.

Duties and Responsibilities:

- **Contribute to database efforts of the Foundation's events and membership activities and establish a climate of teamwork, collaboration, and constant improvement in service of the Foundation's mission:**
 - Identify and implement improvements to membership database capabilities.
 - Create and manage database dashboards and reports, ensuring accuracy and completeness of reported data.
 - Advise staff of potential issues related to data and troubleshoot database errors.

- **Serve as a key member of the USGIF team, contributing to the Foundation's events and activities, exhibiting teamwork, collaboration, and Foundation improvement:**
 - As directed, execute the foundation's prioritized strategy to encompass the technology and program influences on changing mission and markets.
 - 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 membership communications that highlight the thought leadership and philanthropic contributions of the Foundation with key government, academic, and private sector stakeholders and the public.
 - Assist in training personnel on AMS.

- Assist with creating database standards and documentation on processes, workflows and trainings.
- Alongside the other members of the USGIF team, ensure the long-term sustainability of the Foundation, modelling a culture of collaboration and staff effectiveness.
- **Assist Membership Services Manager and USGIF Senior Staff as needed**
 - Assist with the continued implementation and functionality of the AMS to include USGIF customizations and integrations.
 - Proactively contribute ideas and add value to the overall technology strategy.

Qualifications

- US citizenship required
- Current enrollment in an undergraduate program, graduate program, or recent graduate majoring in database management or a related field.
- Familiarity with Altai Association Management System (AMS) strongly desired
- Must be proficient in use of Microsoft Dynamics 365 Customer Relation Management (CRM)
- Excellent interpersonal and communication skills
- 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
- Ability to commit to at least a 6 month internship
- Administrative experience a plus
- Must be able to travel occasionally

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, part time, 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, from undergraduate and graduate programs, through May 7th. To be considered, please submit a cover letter and resumé to interns@usgif.org with the subject: Membership Database Intern.

We encourage potential applicants to apply early in their undergraduate or 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.