



Programs Intern

Do you have an interest in geography, the geospatial industry and/or the intelligence community? Do you have interest in working in a rapidly growing industry? The United States Geospatial Intelligence Foundation (USGIF) is seeking qualified applicants for its Programs Intern.

Why Intern at USGIF?

- **Networking** – USGIF provides unique forums to build your professional network, organizing and participating in events from intimate to large scale, interacting personally with young professionals, longtime Intelligence Community members, and hiring managers from government and industry.
- **Professional development** – USGIF interns are afforded tremendous responsibility as the primary support staff to USGIF’s working groups, overseeing administration and contributing to geospatial products and thought leadership. Interns will contribute to project management, professional writing, event planning, data collection, and more.
- **Practical engagement on intelligence issues** – One challenge to entering the intelligence field is developing your resumé before you have received a security clearance. USGIF offers a unique opportunity for you to make meaningful contributions to geospatial initiatives in an unclassified environment.

Duties & Responsibilities: Interns perform a variety of responsibilities:

- Assisting staff with planning and execution of events, including registration support and serving as liaison to guest speakers and other key invitees;
- Coordinating working group meetings and recording notes of those discussions;
- Supporting development of geospatial content including white papers and online blogs, per guidance of the staff and working group chairs;
- Reporting on symposium and panel discussions hosted by local organizations; and
- Researching and applying new means of accomplishing Foundation-related duties
- Other general administrative tasks as assigned.

Qualifications:

- U.S. citizenship required;
- Current enrollment in a Master's program concentrating on geospatial intelligence, geographic information systems, foreign policy, national security, public policy, homeland security or intelligence studies;
- High motivation and desire to pursue a career in intelligence or national security;
- Excellent interpersonal and communication skills, with strong writing and editing skills and the ability to write for a variety of audiences;
- Strong sense of organization, customer service, and close attention to detail;
- 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 and close attention to detail
- Must be able to travel occasionally
- Ability to commit to at least a one-year internship
- Relevant coursework in intelligence or national security at the undergraduate or graduate level is a plus
- Administrative experience a plus.
- Familiarity with Association Management System (AMS) or Customer Relationship Management (CRM) tools a plus

Working Conditions:

- Occasional lifting of materials (~25 lbs.)
- Periodic attendance at local after-hours events
- Intern must have own laptop/phone
- 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.

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: Programs 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.