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, from intimate to large evening events, to brown-bag lunches 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 of intelligence issues** – One challenge to entering the intelligence field is developing your résumé 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 are tasked with 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 policy council chairs;
- Reporting on symposium and panel discussions hosted by local organizations; and
- 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;
- Ability to commit to at least two consecutive semesters;*
- Strong writing and editing skills and the ability to write for a variety of audiences;
- Strong sense of organization and close attention to detail;
- Relevant coursework in intelligence or national security at the undergraduate or graduate level is a plus; and
- Administrative experience and strong customer-service skills is a plus.
**Working Conditions:**
- Occasional lifting of materials (~25 lbs.)
- Periodic attendance at local evening events

*This is a 6-12 month position and USGIF requests applicants seeking a March/April start firmly commit through December.*

**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:**
Internship applications are accepted throughout the year, including from admitted students who have not yet begun their graduate program. To be considered, please submit a cover letter and résumé to Ronda Schrenk at Ronda.Schrenk@usgif.org with the subject: Programs Intern.

Potential applicants are encouraged to apply early in their graduate school enrollment. Interns are hired on an as-needed basis and open application periods may not align with semester calendars. Applicants will be notified if they are a candidate for an opening.