Do you have an interest in geography, the geospatial industry and/or the intelligence community? Do you have interest in working in a growing non-profit of a growing industry? The United States Geospatial Intelligence Foundation (USGIF) is seeking qualified applicants for its newly-created position of 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
- Coordination of working group meetings and conference calls 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 relevant symposiums and panel discussions hosted by local organizations
- Front desk responsibilities, including greeting guests and answering phones
- 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;
- Relevant coursework in intelligence or national security at the undergraduate or graduate level is a plus;
- High motivation and desire to pursue a career in intelligence or national security;
- Ability to commit to at least two consecutive semesters;*
- Administrative experience and strong customer service skills;
- Demonstrable project management or event planning experience;
• Strong writing and editing skills and the ability to write for a variety of audiences; and
• Strong sense of organization and close attention to detail

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 Sept/Oct start firmly commit through June.

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 with and résumé to 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.