



## USGIF Intern

Are you interested in geography, the geospatial industry and/or the Intelligence Community? Do you want to work in the rapidly growing and expanding field of geospatial technology? The United States Geospatial Intelligence Foundation (USGIF) is seeking qualified applicants for its Intern program. We seek 3-4 qualified applicants for one-year internships beginning in September 2023.

### Why Intern at USGIF?

- **Networking** – USGIF provides unique forums to build your professional network, organizing and participating in events from small 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 may be tasked with a variety of responsibilities:

- Rotate through our divisions completing various departmental projects;
- Update membership database and input information, data, and records;
- Assist staff with planning and execution of events, including registration support and serve as liaison to guest speakers and other key invitees;
- Coordinate working group meetings and record notes of those discussions;
- Assist with Foundation communications activities, including our social media presence, website and graphics development, and contribute to the Foundation’s magazine, *trajectory*.
- Support development of geospatial content including white papers and online blogs, per guidance of the staff working group chairs;
- Report 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;
- Strong writing and editing skills and the ability to write for a variety of audiences using a variety of media (e.g., social media, PowerPoint, Adobe InDesign/Illustrator);
- Strong sense of organization and close attention to detail; and
- Administrative experience and strong customer-service skills are a plus.

**Working Conditions:**

- We ask candidates to work 29 hours per week continually, including during the school year.
- Occasional lifting of materials (~25 lbs.)
- Periodic attendance at local events
- Occasional travel to support USGIF events
- We are a remote/in-person hybrid workforce with our main office located in Herndon, VA, and a satellite office in St. Louis. Applicants must be able to commute to one of these locations on a weekly basis.

*\* This is a 12-month internship and USGIF requests applicants firmly commit to the full term.*

**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 now being accepted for our internships beginning September 2023, 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](mailto:interns@usgif.org) with the subject: USGIF Intern Program Application.

*Potential applicants are encouraged to apply early in their graduate school enrollment. Applicants will be notified if they are a candidate for an opening.*