

USGIF Intern

The United States Geospatial Intelligence Foundation (USGIF) is seeking qualified applicants for its Intern program. Candidates may come from a variety of disciplines and backgrounds. Past interns have studied geospatial intelligence, geography, cartography, public policy, foreign affairs, and more! These 12- to 15-month internships are an opportunity to learn more about the geospatial intelligence field, be immersed in the daily activities of a nonprofit with a national reach, and gain experience working with members of government, industry, and academia.

USGIF is currently seeking applicants for internships beginning in winter/spring of 2024.

Why Intern at USGIF?

Professional development – USGIF interns are afforded tremendous responsibility as the primary support staff to USGIF’s working groups, overseeing administrative tasks and contributing to geospatial programming. Interns will contribute to project management, professional writing, event planning, data collection, and more.

Practical engagement on intelligence issues – USGIF offers a unique opportunity for you to make meaningful contributions to geospatial initiatives in an unclassified environment. Whether you’re looking to enter the intelligence community, pursue federal employment, or continue in the nonprofit sector, the practical experience gained at USGIF is applicable to your future career.

Networking – USGIF provides unique ways to build your professional network, including organizing and participating in events and interacting with young professionals, longtime Intelligence Community members, and hiring managers from government and industry. USGIF interns play an essential role in USGIF’s annual GEOINT Symposium.

Duties & Responsibilities: Interns may be tasked with a variety of responsibilities, such as:

- Providing support for team projects across the spectrum of USGIF staff operations
- Assist staff with planning and execution of events, including registration support and serve as liaison to guest speakers and other key invitees
- Coordinating meetings and providing staff support to USGIF’s working groups
- Assisting with Foundation communications activities, including writing articles and contributing to social media channels, websites, and graphics development
- Supporting development of geospatial content including white papers, per guidance of the staff working group chairs
- Attending and reporting on community events hosted by local organizations
- Updating membership database and input information, data, and records
- Other general administrative tasks as assigned.

Qualifications:

U.S. citizenship required.

Must be a current graduate student in their first year of study or have been accepted to a graduate program with a planned start date, concentrating on geospatial intelligence, geographic information systems, foreign policy, national security, public policy, homeland security, intelligence studies, or related fields.

High motivation and desire to pursue a career in intelligence, national security, or other public service.

Strong writing and editing skills and the ability to write for a variety of audiences. Experience creating content for written, graphic, or audio media channels is appreciated but not required.

Strong sense of organization and close attention to detail.

Administrative experience and strong customer-service skills are a plus.

Working Conditions:

We ask candidates to work 25 to 29 hours per week continually, including during the school year.

Occasional lifting of materials (~25 lbs.).

Monthly attendance at local events and meetings (e.g., D.C. metro area or St. Louis, Missouri region).

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.

* Please note: USGIF requests applicants firmly commit to the full internship term of 12- to 15-months. *

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 both internship periods (2023-2024 & 2024-2025), including from current first year graduate students or 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: USGIF Intern Program Application.

Applicants will be notified if they are selected for an interview.