

USGIF Intern

The United States Geospatial Intelligence Foundation (USGIF) is seeking applicants with a science communications background for its Intern program. This 12- to 15-month internship is an opportunity to gain practical experience using science communication skills and working with a nonprofit with national reach and a membership base that crosses government, industry, and academia.

Why Intern at USGIF?

Professional development – This intern is afforded tremendous responsibility as the primary support staff to USGIF’s Marketing and Communications team.

Practical engagement on SciComm activities – USGIF offers a unique opportunity for you to make meaningful contributions to the field of science communications. Whether you’re looking to pursue science journalism, seek federal or industry 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.

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

- Researching and writing articles for USGIF’s website
- Editing content submitted by external partners
- Assisting with development of content for the Foundation’s social media channels
- Contributing to the development of USGIF newsletters
- Taking notes for USGIF events and writing event summaries to be used on social media and the USGIF website
- Attending and reporting on events or programs hosted by external organizations
- Providing support for team projects across the spectrum of USGIF staff operations
- 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 science communications or other public relations or public policy-related programs with an emphasis on science and technology.

High motivation and desire to pursue a career in science communications or other public service.

Strong writing and editing skills and the ability to write for a variety of audiences on multiple platforms.

Strong sense of organization and close attention to detail.

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 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.