



USGIF 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 Intern Program for a one-year commitment. Internships may be extended on a case-by-case basis per decision by USGIF Executive Vice President.

Why Intern at USGIF?

- **Networking** – USGIF provides unique forums to build your professional network, organizing and participating in events from intimate 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:

- Coordinating working group meetings and recording notes of those discussions, including managing memberships and CRM databases.
- Assisting staff with planning and execution of events, including registration support and serving as liaison to guest speakers and other key invitees.
- Supporting development of geospatial content including white papers, online blogs, and website editing per guidance of the staff and working group chairs.
- Researching trends affecting the GEOINT and national security community.
- Other tasks as assigned, including general administration and projects to grow your professional portfolio.

Qualifications:

- U.S. citizenship required.
- Current enrollment in a Master’s program in a relevant field such as geospatial intelligence, geographic information systems, foreign policy, national security, public policy, homeland security, intelligence studies, or another relevant field.
- High motivation and desire to pursue a career in intelligence or national security.



- Excellent interpersonal and communication skills, with strong writing and editing skills and the ability to write for a variety of audiences.
- Strong sense of organization, customer service, and close attention to detail.
- Must be a solid leader, a motivated follower, and a collegial teammate.
- Ability to multi-task, prioritize, and meet deadlines in a fast-paced environment.
- Excellent computer skills with proficiency in Microsoft Office.
- Strong sense of organization and close attention to detail.
- Must be able to travel occasionally.
- Ability to commit to at least a one-year internship.
- Relevant coursework in intelligence or national security at the undergraduate or graduate level is a plus.
- Administrative experience a plus.

Working Conditions:

- Occasional lifting of materials (~25 lbs.).
- Periodic attendance at local after-hours events.
- Intern must have own laptop/phone.
- The internship will be conducted on a hybrid schedule with one day a week in one of our offices in Herndon, VA or St. Louis, MO, usually on Tuesday. Other attendance in person may be required for USGIF or partner events.

Compensation:

This is a temporary paid, hourly position. Interns work 24-29 hours/week. Work hours are primarily flexible and performed via telework. However, Tuesdays are in-person workdays at our facility in Herndon, VA.

To Apply:

We are accepting internship applications through October 1, 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 with the subject: USGIF Intern Program.

We encourage potential applicants to apply early in their graduate school enrollment. We prefer to hire interns as a cohort to facilitate team cohesion and early networking with peers. We will notify applicants if they are a candidate for an opening.