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Our team's success in supporting clients through critical legal battles is a testament to our collective proficiency and unwavering commitment to justice



Witness Interviews



Evidence Analysis



Jury Research

Private Investigation Firm Internship Opportunity

Location: Frankfort, Kentucky

Position Type: Paid, Part-Time Internship

Compensation: \$10 per hour

Schedule: Up to 20 hours per week

About One Logic Source

One Logic Source is a professional investigation and intelligence firm serving clients throughout Kentucky and other licensed jurisdictions. Our work includes criminal-defense investigations, civil and corporate investigations, surveillance, background research, process service, and intelligence services.

We are launching a new internship program designed to provide students and early-career professionals with practical exposure to both the operational and investigative sides of a private investigation firm. This internship will also support the opening and operation of our new Frankfort office, where we plan to expand our services to include drug testing, fingerprinting, and professional examination administration.

Position Overview

The Intern will assist with the daily operation of our Frankfort office while learning how a professional private investigation firm operates. The intern will gain experience in office administration, business development, marketing, and field operations.

This is a hands-on learning opportunity. Depending on scheduling, business needs, case requirements, and confidentiality restrictions, the intern may have opportunities to shadow licensed investigators in the field and assist with appropriate tasks.

Primary Responsibilities

Office Operations

- Help operate and maintain a professional, organized, and client-ready office.
- Greet clients and examination candidates and assist with check-in procedures.
- Support the administration of drug-testing, fingerprinting, and examination-center services after completing required training.
- Assist with appointment scheduling, recordkeeping, document preparation, and general administrative duties.
- Follow all applicable procedures involving privacy, confidentiality, chain of custody, and secure handling of information.
- Help maintain supplies, equipment, workstations, and testing areas.

Business Development and Marketing

- Assist the Business and Marketing Coordinator with outreach and business-development projects.

- Research prospective clients, referral partners, and community partnerships.
- Help prepare marketing materials, contact lists, presentations, and social-media content.
- Support community outreach, networking events, and promotional initiatives.
- Assist with tracking leads and documenting outreach efforts.

General Professional Development

- Learn about the daily operations of a professional investigation and intelligence firm.
- Gain general exposure to the administrative, ethical, and business considerations associated with the private investigation industry.
- Participate in approved training, meetings, and professional-development activities.
- Learn the importance of confidentiality, professionalism, documentation, and quality control.
- Complete other appropriate office, research, marketing, and operational projects as assigned.

Internship Learning Opportunities

The selected intern will receive exposure to:

- The daily operation and business management of a private investigation firm
- Criminal-defense, civil, corporate, and surveillance investigations
- Investigative research and open-source intelligence
- Professional report preparation and case-file organization
- Client relations and confidentiality requirements
- Drug-testing and chain-of-custody procedures
- Fingerprinting services
- Professional examination-center operations
- Marketing, networking, and business development
- The legal, ethical, and professional standards applicable to private investigations

Qualifications

- Current college student, recent graduate, or early-career applicant interested in criminal justice, investigations, intelligence, business, marketing, legal studies, or a related field
- Strong written and verbal communication skills
- Professional, dependable, organized, and willing to learn
- Ability to handle sensitive information with discretion
- Strong attention to detail and ability to follow established procedures
- Basic computer, internet-research, and office-software skills
- Ability to work independently and as part of a team
- Reliable transportation to the Frankfort office
- Ability to pass any required background screening
- Must meet any applicable age or eligibility requirements for assigned duties

Prior investigative experience is not required.

Schedule and Work Location

This is a paid internship offering up to 20 hours per week. Interns must be available to work in person at our Frankfort, Kentucky office at least one day each week. The required in-office day will most likely be Saturday. Additional hours may be scheduled based on the intern's availability, office needs, and investigative assignments.

Some field-shadowing opportunities may occur outside normal business hours and may require travel. Participation will depend on the nature of the assignment, client authorization, safety considerations, and applicable licensing or confidentiality requirements.

How to Apply

Applicants should submit the following to justin.vincent@onelogicsource.com

- A current résumé
- A brief cover letter explaining their interest in investigations, business operations, or the services offered through our Frankfort office
- Their anticipated weekly availability, including Saturday availability

Internship duties and field-shadowing opportunities will be assigned based on business needs, legal requirements, client confidentiality, and the intern's training and demonstrated abilities.