Job Posting: SWF Washington DC Office Seeking Intern

The Secure World Foundation (SWF) is a private operating foundation that promotes cooperative solutions for space sustainability and the peaceful uses of outer space. The Foundation acts as a research body, convener, and facilitator to promote key space security and other space-related topics and to examine their influence on governance and international development.

SWF is looking for a motivated candidate to support SWF’s 2020 Summit for Space Sustainability. This position reports to Krystal Wilson, Director of Space Applications Programs.

RESPONSIBILITIES:
- Provide research and logistics support to Conference Chair for the Summit for Space Sustainability;
- Conduct background research;
- Serve as back-up for website and Eventbrite design and content updates;
- Assist in drafting and preparing pre-event and day-of materials;
- Assist with marketing and publicizing of the event on social media and other outlets including drafting a media plan and researching content;
- Assist with tracking partnership research, outreach, commitments, and documentation;
- Provide day-of assistance with logistics, such as welcoming and directing attendees, note-taking, and registration.
- Manage and respond to project-related email; and,
- Other duties, as assigned.

QUALIFICATIONS:
- Currently enrolled in an undergraduate or graduate degree program or possess commensurate experience;
- Knowledge of or interest in space sustainability or related discipline;
- Strong organizational skills and attention to detail;
- Strong interpersonal skills, a flexible attitude, and experience working as a member of a diverse, geographically distributed team;
- Outstanding written and verbal communication skills and ability to perform professionally in English;
- Authorized to work in the United States; and,
- Good computer skills, proficiency in Microsoft Office products (preferably including Publisher or other desktop publishing software), and experience with electronic collaboration tools.

You will be paid at a hourly rate of $16/hour, subject to lawful withholdings and deductions, working for a maximum of 16 hours per week. The total duration of this internship will be approximately 4 months, concluding no later than June 10, 2020.
Qualified candidates, please send a cover letter and your resume outlining your work experience, education, and other skills to jobs@swfound.org. Title the subject line of your email: Summit for Space Sustainability Intern. No phone calls, please. Deadline for applications is **January 10, 2020**, but earlier submission is encouraged. Start date is negotiable but ideally would be in early February 2020.