

## **SWF Colorado Office Seeking Operations Associate**

If you have strong organizational and analytical skills and an eye for details, the Secure World Foundation (SWF) is looking for an Operations Associate to join us in our Colorado office.

As the only organization devoted entirely to space sustainability, the Secure World Foundation strives to be a trusted and objective source of leadership and information on space security, sustainability, and the use of space for benefits on Earth. We use a global and pragmatic lens to study and evaluate proposed solutions to improve the governance of outer space. While recognizing the complexities of the international political environment, SWF works to encourage and build relationships with all willing stakeholders in space activities, including government, commercial, military, civil society, and academic actors. Central to this approach is increasing knowledge about the space environment and the need to maintain its stability, promoting international cooperation and dialogue, and helping all space actors realize the benefits that space technologies and capabilities can provide.

### **Job Description**

The Operations Associate supports the Operations Director and works with the Director of Strategic Partnerships to complete day-to-day administrative support tasks required for the smooth functioning of the Foundation and the accomplishment of its mission.

The successful candidate will be based in our Broomfield, Colorado office, will be working in-office and remotely Monday – Friday with a flexible schedule, is able to travel occasionally, is able to commit to the job for one year at a minimum, and is able and willing to complete the following responsibilities.

### **Position Responsibilities**

Provide high-level administrative support, which includes:

#### *Assisting the Operations Director*

- Arranging weekly staff meetings, recording minutes and filing weekly notes for access by all staff
- Recording notes at monthly project management meetings.
  - Tracking submission of all required proposals and reports (project and expense)
  - Reporting on missing documentation (as requested)
- Recording and tracking project metrics to ensure smooth and efficient program workflow and reporting to the Board of Directors and Advisory Committee.
- Assisting with arranging and preparing documents for Board and Advisory Committee meetings.
- Updating and maintaining the SWF Program & Ops calendar and contacts database.
- Working closely with other SWF colleagues, as appropriate, to provide complete and consistent reporting on SWF activities.
- Working with the Accountant to correctly code and process Foundation accounts receivable and payable.
- Performing ad hoc support duties as requested by the Operations Director.

#### *Assisting the Director of Strategic Partnership and Communications*

- Assisting with the preparation and tracking of grants, agreements and partnerships.
- Filing and updating SWF registrations for fundraising.

- Recording and tracking strategic partnership and leverage metrics for annual reporting to the Board.
- Performing ad hoc support duties as may be required by the Director of Strategic Partnerships and Communications from time to time.

### **Experience, Qualifications, and Skills**

- Experience working with a fast-paced, multi-office, organization in an administrative capacity.
- Bachelor's degree in related field or 4 to 6 years of related professional experience.
- Strong organizational skills, attention to detail, and ability to work on a task through to completion with minimal oversight.
- Excellent data management, analytics and reporting skills.
- Strong interpersonal skills, a flexible attitude, and experience working as a member of a diverse, geographically scattered team.
- Excellent command of English, with proven strong writing skills.
- Good computer skills, with ability to learn or achieve proficiency in G-Suite, Microsoft Office, Basecamp, Highrise, Adobe Suite, and Umbraco.
- International experience and/or a foreign language is a plus.

SWF is offering \$20 – 25 per hour, depending upon experience, for this full-time, 40-hour per week position. Benefits include: health/dental coverage, 401(k) plan, and paid holidays, vacation and sick time.

Qualified candidates, please send a cover letter that explains your interest in working with us on space policy and your resume outlining your work experience, education, and skills to [jobs@swfound.org](mailto:jobs@swfound.org). Title the subject line of your email: CO Ops Associate. **No phone calls, please.**

Deadline for application is Tuesday, June 1, 2021.

The Secure World Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, expression or identity, national origin, age, disability, or genetics.

SWF is committed to promoting and supporting more diverse, inclusive, and equitable engagement in discussions on issues related to the secure, sustainable, and peaceful uses of outer space. We believe that we can harness the inspirational power of space to be as inclusive as possible in our workplace and in all our activities, to help create a more tolerant, more inclusive, and more humane society, right here on Earth. We know that bringing diverse voices to the table yields better solutions. Space offers us the opportunity to gather the best ideas in creating the systems that will help us keep space sustainable and of benefit to all humanity. As an organization, we plan to maintain and enhance evaluation and feedback mechanisms for continued improvement in this area.