

Job Posting: SWF Washington, DC Office Seeking Part-time Short-term Assistant

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 2022 Summit for Space Sustainability. The Summit for Space Sustainability is a high-level, multi-day event focused on developing solutions for space sustainability, hosted by the Secure World Foundation. It is intended to be an in-person event in June 2022.

This position reports to Krystal Azelton, Director of Space Applications Programs.

RESPONSIBILITIES:

- Provide research and logistics support to Conference Chair for the Summit for Space Sustainability;
- Conduct background research in support of conference content;
- Conduct vendor research;
- Attend planning meetings, take notes, and track actions;
- Manage event website and registration;
- Track speaker invitations and materials;
- Serve as back-up for travel coordination;
- 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 sponsorship research, outreach, commitments, and documentation;
- Provide day-of assistance with logistics, such as speaker coordination, note-taking, and troubleshooting technical issues.
- Manage and respond to project-related email; and,
- Other duties, as assigned.

QUALIFICATIONS:

- Undergraduate degree strongly preferred; graduate degree or commensurate experience of 4-6 years preferred.
- Knowledge of or interest in space sustainability or related discipline;
- Strong organizational skills and attention to detail;
- Event experience a plus;
- 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 reside in the D.C. Metro area.

- Good computer skills, proficiency in Microsoft Office products and experience with electronic collaboration tools.

You will be paid at an hourly rate of \$18-21/hour, subject to lawful withholdings and deductions, working for 16-20 hours per week. The total duration of this contract will be approximately 8 months, concluding no later than July 8, 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 Assistant Application. No phone calls, please. Start date is negotiable but ideally would be in early November 2021. Applications will be reviewed on a rolling basis.

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.