



Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a full-time Program Associate to support in the planning, preparation, administration and implementation of program activities by the SWF program staff.

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 Program Associate reports to the Director of Program Planning with a dotted-line to the Operations Director. The Director of Program Planning assigns the Program Associate to specific projects or tasks. With regard to reporting work on these specific projects and tasks, the Program Associate reports to the relevant Program Manager in charge of a given project.

**The successful candidate will be based in our Washington, D.C. office**, be located in the DC-VA-MD area and authorized to work in the United States. This position is a hybrid of in-office and remote work. The candidate will be able to commit to the job for one year at a minimum, and is able and willing to complete the following responsibilities:

### **Responsibilities**

The primary responsibility of a Program Associate is to support the day-to-day activities of projects across all program areas, which involves planning and promoting events, preparing documentation to support project activities, preparing reports on SWF projects and activities, and coordinating with internal and external stakeholders involved in SWF projects and activities.

- Assists Program Managers with implementation of assigned projects, including research and analysis, planning, budget development and financial record keeping of program activities;

- Assists Program Managers in the preparation of project resources, reports, and other project deliverables.
- Supports program-related communications through channels such as the SWF website, social media channels, and other means;
- Supports Program Managers with record keeping of program activities and the archiving of all associated deliverables and other work products;
- Coordinates travel and accommodation arrangements for invited speakers and visitors;
- Ensures that project and program contacts developed on behalf of SWF are recorded and available to the Foundation team;
- Performs other duties as required by the Director of Program Planning to supports the smooth implementation of program events and activities.

Travel may be required (local, regional, national and/or international) to coordinate and assist with the planning and implementation of meetings, events and conferences. A Program Associate may also be called upon to support or assist visiting scholars, fellows, or interns.

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

- Experience working with a fast-paced, multi-office organization.
- Bachelor's degree, preferably but not necessarily, in a field related to the interests and needs of SWF.
- Proficiency in a wide range of computer skills and experience with electronic collaboration tools for creation/editing of documents, spreadsheets and presentations.
- Proficiency in the manipulation and/or editing of computer graphics and audiovisual media, and updating of websites and social media.
- Experience of project work in a government entity, non-profit organization and/or private company is desirable although experience acquired as a student may be considered equivalent.
- Experience of **studying or working** in a multicultural environment working as a member of a diverse, geographically scattered team is desirable.
- Strong analytic and organizational skills.
- Strong verbal and written communication and interpersonal skills
- Strong interpersonal skills
- Fluency in English is required. A working knowledge of another language is a plus.

### **Characteristics**

- Organized, process-oriented approach to work
- High level of attention to detail
- Strong sense of urgency and ability to respond quickly and efficiently to unanticipated situations

SWF is offering \$22-\$26 per hour, depending upon experience, for this full-time, **40 hours per week position**. Benefits are offered with this position such as paid holiday, vacation and sick time, 401(k), health insurance, vision and dental insurance and more. The anticipated start date is mid to late September.

Qualified candidates, please send a cover letter that addresses what is most interesting to you about SWF's mission and how you hope to contribute along with your resume to [jobs@swfound.org](mailto:jobs@swfound.org). Title the subject line of your email: Program Associate. **No phone calls, please.**

**The DEADLINE for APPLYING is SUNDAY, AUGUST 21.**

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.