



The Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a part-time Operations Associate to complete day-to-day administrative support tasks in our Washington, DC 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 Executive Director and works with the Operations Director and the Washington Office Director 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 Washington, D.C. office,** must 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:

### **Position Responsibilities**

The primary responsibility of the Operations Associate is to complete day-to-day tasks to ensure that the organization and its employees are administratively supported in their efforts to accomplish the mission of SWF. The Operations Associate is the Office Coordinator of the Washington, DC office and provides general program and admin support across the organization. These broad areas of responsibility are described more fully below.

#### *Office coordination and support*

- Ensures that the office environment is presentable at all times;
- Ensures that all office fixtures and equipment are in working order and takes necessary proactive or remedial action, in consultation with the Washington Office Director, to address any issues that may arise;
- Ensures that office supplies are maintained at adequate levels so that staff are able to perform their duties without interruption;

- Is responsible for meeting and greeting visitors, escorting them to the office and providing guest hospitality;
- Is responsible for the general handling of incoming and outgoing mail, including being able to lift packages up to 25 pounds;
- Is responsible for liaising with the designated IT service provider on IT issues for the DC office.
- Maintains and updates the DC office manual, as needed.
- Provides support for maintenance and updating of SWF databases and the SWF website, as required.

#### *General support*

The Operations Associate may also be required to support in-person events or virtual meetings, or to support the Executive Director or Washington Office Director and local staff to perform other supporting tasks and duties, as required.

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

- 1 to 3 years of experience working in a fast-paced organization in an administrative and/or hospitality capacity;
- Strong organizational skills, attention to detail, and ability to work on a task through to completion with minimal oversight;
- 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, including proficiency in the use of word processing, spreadsheets and presentation software, and experience with electronic collaboration tools and updating websites.

SWF is offering \$19-\$23 per hour, depending upon experience, for this part-time, **10-15 hours per week position**. No benefits are offered with this position. 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: Operations 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.