

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 an 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.