



Job Posting: SWF Seeking a Colorado Operations Associate

Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a part-time Operations Associate to assist the COO by providing meeting, event planning, office management and administrative support. This position will be based in SWF's Broomfield, Colorado office as a hybrid position requiring a few days in the office each week and adhering to a regular remote work schedule.

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 primary responsibility of the Colorado Operations Associate is to support the Chief Operating Officer to complete day-to-day administrative tasks required for the smooth functioning of the Foundation and the accomplishment of its mission. Together, the COO and Ops Associate will work with the ops, communications, accounting and development teams to support the executive director and program team furthering our mission to preserve the near Earth space environment now and for future generations. In order to fulfill reporting obligations to the board and to support the executive director's engagement with the SWF advisory committee, the accurate tracking and reporting of these numerous and complex efforts is a critical component of this role.

Responsibilities

Assisting the Chief Operating Officer by:

- Arranging weekly staff meetings, recording minutes and filing weekly notes for access by all staff.
- Recording notes at monthly project management check-in meetings.
- Tracking submission of all required proposals and reports.
- Reporting on missing documentation.
- Recording and tracking project metrics to ensure smooth and efficient program workflow and reporting to the Board and Advisory Committee.
- Working closely with other SWF colleagues, as appropriate, to provide complete and consistent reporting on SWF activities.
- Assisting with coordinating organizational meetings, including but not limited to coordinating attendance with staff, AC and Board Members; organizing venues and arranging travel; and preparing agendas, presentations and reports in support of the meetings.
- Updating and maintaining the contacts database.
- Managing the Colorado office and environment.
- Managing vendor agreements.
- Performing ad hoc support duties as requested by the Chief Operating Officer and Executive Director.

Experience, Qualifications, and Skills

- 4 to 6 years of experience working with a fast-paced, multi-office organization in an administrative capacity. Meeting, event planning and board support experience are a plus.
- Bachelor's degree in business, English, or communications is a plus.
- Strong organizational skills, attention to detail, and ability to work on multiple tasks through to completion with minimal oversight.
- Strong interpersonal skills, a flexible attitude, and experience working as a member of a diverse, geographically scattered team.
- High level of discretion and confidentiality.
- Excellent command of English, with proven strong writing skills and ability to capture meeting discussions accurately and succinctly.
- Excellent data management, analytical and reporting skills.
- Intermediate to advanced proficiency in Microsoft Word.
- Good computer skills, with ability to learn or achieve proficiency in Google Workspace, Microsoft Office, Salesforce, and Zoom.
- International experience and/or a foreign language is a plus.

Competencies

- Ability to respond quickly and efficiently to external communications.
- Ability to identify opportunities and propose solutions or initiatives to streamline internal processes.
- Ability to work in a team environment.
- Ability to think creatively and function pragmatically.
- Ability to work on multiple projects simultaneously and prioritize/re-prioritize tasks to deadline.
- Ability to foresee risks and allow for contingencies when planning.
- Ability to listen to others, correctly interpret messages and respond appropriately.
- Ability to take ownership of all assigned responsibilities and to honor commitments to deliver outputs for which one has responsibility to agreed time, cost and quality standards.

SWF is offering an hourly rate of \$26 to \$29/hour, depending upon experience, for this 26-hour per week part-time position. Benefits are offered, including: paid holiday, vacation and sick time, 401(k) with employer match, health insurance, vision and dental insurance and more. The successful candidate must be legally authorized to work in the United States.

Qualified candidates, please send a **cover letter outlining your interest in supporting SWF's mission and your resume** to opportunities@swfound.org. Title the subject line of your email: CO Ops Associate. No phone calls, please. You must submit a cover letter to be considered for this position.

SWF will conduct rolling interviews until this position is filled.

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.