



## **Job Posting: SWF Seeking a Program Associate**

The Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a **PART-TIME** Program Associate to 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 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.

The Program Associate reports to the Senior Director, Program Planning with a dotted-line to the COO. The Senior Director, 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, 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 complete the following responsibilities:

### **Responsibilities**

- 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 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 Senior Director, Program Planning to support the smooth implementation of program events and activities.

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

- 1 to 3 years of experience working in a fast-paced organization in an administrative and/or hospitality capacity;
- 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.
- 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.
- Some travel may be required.
- 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.
- High level of discretion and confidentiality.

### **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 fast-paced team environment.
- Ability to think creatively and function pragmatically.
- Ability to prioritize tasks.
- High level of attention to detail.
- 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 \$25-\$28 per hour, depending upon experience, for this part-time, **20 hours per week position**. No benefits are offered with this position. Applicants must be legally authorized to work in the United States; SWF cannot support the work visa process.

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 [opportunities@swfound.org](mailto:opportunities@swfound.org). Title the subject line of your email: Program Associate. **No phone calls, please.**

SWF will conduct rolling interviews until the 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.