



Secure World Foundation, a 501(c)3 non-profit operating foundation, is seeking a part-time Communications Manager to support the communications team in educating our audiences about SWF's work, expanding the reach and impact of our communications efforts, and safeguarding and enhancing the foundation's brand and reputation.

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 Communications Manager is to manage SWF's website, newsletter, and publications, to provide program support for social media and ongoing projects, and to support the Director, Communications to ensure that the organization's message is heard by all stakeholders and metrics are reported to the SWF Board.

The successful candidate will be based in our Broomfield, Colorado office, will be working in-office for training and then one day per week, and remotely Monday-Friday with a flexible schedule, is able to commit to the job for one year at a minimum, and is able and willing to complete the following responsibilities.

Position Responsibilities

Digital Presence: Spearhead the maintenance and content update for SWF's website and manage social media profiles to engage with our community actively.

Publication Management: Coordinate the monthly newsletter, ensuring a streamlined process from compilation to distribution. Oversee publication layouts and translation in multiple languages, liaising with external vendors when necessary.

Media Liaison: Serve as a point of contact for media inquiries and cultivate relationships with news outlets to boost SWF's visibility.

Communications Support at SWF events, including virtual and on-site at regional, state, national, and international conferences.

Administrative Support: Assist in budget management within the Communications department and undertake administrative tasks to support communications strategy implementation.

Experience, Qualifications, and Skills

- Bachelor's degree in Communications, Public Relations, Graphic Design, or related field, or equivalent experience in a related area of expertise;
- 5+ years of experience working in a fast-paced organization in a communication or marketing capacity;
- Excellent command of English with proven strong writing skills; experience/ fluency in another language is a plus;
- Ability to articulate complex concepts clearly and compellingly, suitable for global thought leaders and expert circles;

- Graphic design, layout, website management, and social media experience a must;
- 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;
- Strong digital competency, including proficiency in InDesign/Adobe Suite, Canva, Google Analytics, Webflow, and various generative AI platforms for content creation and optimization. Proficient in the use of word processing, spreadsheets, presentation software, and electronic collaboration tools with the ability to quickly adapt to new technologies.
- Some travel may be necessary.

Competencies

Task Management: Prioritize and tackle tasks effectively, seizing opportunities quickly and efficiently.

Self-Direction: Navigate work autonomously, demonstrating resourcefulness in minimal supervision scenarios.

Adaptability: Operate effectively within complex and uncertain environments, employing creativity and practical problem-solving skills.

Risk Management: Anticipate challenges and plan strategically to mitigate risks and ensure resilience.

Communication: Engage in active listening, accurately interpreting, and thoughtfully responding to diverse perspectives.

Accountability: Commit to and take full ownership of responsibilities, ensuring deliverables meet time, budget, and quality expectations.

SWF is offering \$36 - \$43 per hour, depending upon experience, for this part-time, **30 hour per week position** (\$56,000 - \$67,000 annually). 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 June 3, 2024.

Qualified candidates, please send a cover letter outlining your interest in supporting SWF's mission and your resume to jobs@swfound.org. Title the subject line of your email: Communications Manager. Applications are due by Monday, May 6, 2024. **No phone calls, please.**

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.