

# Staff Vacancy: ActInSpace® Assistant Project Manager

Started in 2016, ActInSpace® (AIS) is an international competition organized by the Centre National d'Études Spatiales (CNES), the European Space Agency (ESA), and the ESA Business Incubation Centre (BIC) Sud France. The competition adopts the style of a 24-hour hackathon in which teams composed of entrepreneurs, students, and job-seekers tackle space-related challenges from an entrepreneurial perspective. Students for the Exploration and Development of Space (SEDS) Canada is partnering with the Canadian Space Agency (CSA) to produce a local segment of the competition. The event will take place in conjunction with the European competition in May 2018, allowing teams to compete for the opportunity to exhibit their work at the international level in June.

The AIS Assistant Project Manager will work with the SEDS-Canada Entrepreneurship Program Manager to handle logistics leading up to the event in May 2018. The Assistant Project Manager will undertake several tasks, including the production of challenges for Canada's AIS and communicating with partners including the CSA.

SEDS-Canada is seeking a passionate individual interested in taking on a pivotal role in Canada's ActInSpace® challenge. No experience is required, but the applicant should have strong managerial skills and some marketing or entrepreneurial background. The most important aspect of being a part of SEDS-Canada is the willingness to learn, while a passion for space is highly encouraged.

## Primary duties:

- Work with the SEDS team to set up guidelines and challenges for ActInSpace®
- Contact potential partners and sponsors
- Maintain contact with CNES, the CSA, and other stakeholders
- Seek methods to promote the event
- Manage logistics for the event

## Requirements:

- Time: 4-5 hours/week
- Background in marketing preferred
- Excellent organizational & communication skills
- Self-motivated & independent

While managerial experience is an asset, the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position. Apply today by sending your resume, cover letter, and any other relevant materials to [work@seds.ca](mailto:work@seds.ca) by September 30<sup>th</sup>, and we'll get back to you to set up an interview if you are selected.