
Staff Vacancy: Sponsorship Coordinator, NASA Space Apps

Running annually since 2012, NASA's International Space Apps Challenge brings coders, designers, entrepreneurs and makers together from across the globe to take on a series of challenges developed by NASA. Last year, over 29,000 participants at more than 225 events in 71 countries developed and submitted projects over hackathon weekend. During an intense 48-hour period, teams form and produce solutions that leverage NASA's extensive spacecraft, celestial, and science dataset. **This year's NASA Space Apps will take place from October 7-8, 2023.**

The Sponsorship Coordinator will be responsible for contacting and managing potential sponsors for Space Apps. This includes helping create sponsorship materials (slide decks, packages), creating a list of potential companies and partners to contact, and consequently emailing companies for event sponsorship. SEDS-Canada is seeking an individual with strong communication and organizational skills with some prior experience in business, promotion, and seeking sponsorship. The Sponsorship Lead works under the oversight of the National Coordinator and Events Chair.

Primary duties:

- Work with SEDS-Canada's graphics team to promote the event
- Create a Sponsorship package for the event to be used to reach out to potential partners and sponsors from academic, government, and industry sources
- Create a list and contact potential sponsors and partners that might be interested to get involved with Space Apps
- Manage the budget for the event with the help of the financial coordinator
- Market the event on social media

Requirements:

- Time: 5-7 hours/week (more closer to the event)
- Good organizational and communication skills
- Ability to work independently to successfully execute the tasks required

This is an unpaid volunteer position. Prior experience in project management is an asset, but not necessary, just a willingness to gain experience and learn!

Apply today by filling out an online form at bit.ly/apply2seds, and we'll get back to you to set up an interview.