
Staff Vacancy: Montreal Regional 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.**

SEDS-Canada has organized several regional Space Apps events annually since 2018 and wishes to continue this effort for the event in 2023. The role of the Regional Coordinator would be to work closely with SEDS-Canada's Events Chair, National Coordinator and planning team to successfully run the NASA Space Apps 2023 Challenge in the city or region you are representing. The Regional Coordinator will also be responsible for finding sponsors, speakers, and judges through SEDS-Canada's industry and academic partners. The Regional Coordinator must be extremely organized and independent as the role will have minimal supervision. The ability to solve problems and "learn as you go" will be critical to the success of the project.

If you have an interest in the space industry and have exceptional drive and organizational skills, you are a great fit for this project. **Please Note:** we are specifically looking to fill positions in **Montreal**.

Primary duties:

- Locate and book a venue and catering in your region for the event (overnight venue, if possible)*, or online platform depending on covid regulations
- 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
- Manage the budget for the event with the help of the financial coordinator
- Find Subject Matter Experts (SMEs) to act as mentors and judges at local events
- Be the point-of-contact for all volunteers and participants leading up to and during the event
- Connect with local student groups and volunteers
- Market the event on social media

Requirements:

- Time: 5-7 hours/week
- Must be available to attend NASA Space Apps Regional Event on Oct 7-8, 2023
- 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.