Staff Vacancy: CAN-RGX Project Coordinator

The Canadian Reduced Gravity Experiment Design Challenge (CAN-RGX) is a national competition organized by Students for the Exploration and Development of Space (SEDS) Canada in partnership with the National Research Council of Canada (NRC) and the Canadian Space Agency (CSA). Every year, four Canadian student teams are chosen to design, build, test, and fly an experiment of their choice exploring the effects of microgravity on a physical or life science topic. The application period nominally runs August to October. Selected teams then actively work on their designs beginning in November to prepare for flight aboard the NRC's Falcon 20 parabolic aircraft in the summer.

The CAN-RGX Project Coordinator will work with the CAN-RGX Project Manager and the Projects Chair to handle logistics, promotions, sponsorship, document review, and planning of the flight campaign over the course of the development cycle. The Project Coordinator will undertake several tasks, including but not limited to correspondence with third parties, preparing outreach material, and reviewing technical documents.

SEDS-Canada is seeking a passionate individual interested in taking on a pivotal role in Canada's only student-oriented microgravity experiment design challenge. No experience is required, but the applicant should have strong organizational skills and an ability to communicate effectively. 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 review guidelines and requirements (e.g. CAN-RGX Handbook)
- Collect, review and provide feedback on experiment proposals, design reviews, and other technical documentation with support from subject matter experts
- Act as a liaison between SEDS-Canada, participating student teams and their host institutions, and any external partners and stakeholders in the project
- Aid in scheduling regular meetings with external partners and participating student teams
- Contact potential partners and sponsors
- Seek methods to promote the event
- Manage logistics for the event

Requirements:

- Time: 4-6 hours/week
- Background in science or engineering preferred but not necessary
- Previous participation in CAN-RGX preferred but not required
- Excellent organizational & communication skills
- Self-motivated & independent

Note: To avoid biases or any unfair advantage, if selected as CAN-RGX Project Coordinator, you will not be eligible to participate in CAN-RGX as a participant for the duration of your appointment.

While managerial experience is an asset, the most important qualification is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position. Apply by **Sept 13, 11:59 PM EDT** by filling out the form at bit.ly/apply2seds. We encourage everyone to apply early as this position may be filled before the application deadline.