Staff Vacancy: Canadian CubeSat Conference Sponsorship Coordinator

The Canadian CubeSat Conference (CCC), organized by Students for the Exploration and Development of Space (SEDS) Canada as part of the Canadian CubeSat Network, is a technical conference that brings together students, alumni, researchers, and industry professionals focused on CubeSats and small satellites. The conference takes place over a weekend and features technical presentations, networking, workshops, and opportunities to showcase student and industry projects.

The Conference Sponsorship Coordinator will be responsible for researching and contacting potential sponsors while maintaining strong relationships with existing supporters. This role involves developing sponsorship packages and benefits, as well as preparing materials that outline how contributions support the conference and the broader Canadian CubeSat community. The goal is to secure support that strengthens the event and helps grow Canada's small-satellite ecosystem.

Primary duties:

- Reach out to companies and other potential sponsors to provide support for the Canadian CubeSat Conference
- Conduct prospect research to identify and obtain new sponsors
- Develop or update a sponsorship package or slide deck outlining conference goals and the benefits offered to supporters
- Help maintain a donor/sponsor tracking system
- Keep sponsors updated on conference plans and outcomes to build lasting partnerships

Requirements:

- Time: 3–5 hours/week
- Meet regularly with the conference team and sponsorship team
- Background in marketing, business development, or fundraising is preferred but not required
- Self-motivated, driven, and able to work independently
- Professional communication skills

While prior fundraising or sponsorship experience is an asset, the most important requirement is a willingness to learn in a fast-paced and professional environment. Passion for space and interest in Canada's CubeSat and small-satellite community are a strong bonus.

This is an unpaid volunteer position. Apply today by filling out the form at bit.ly/apply2seds, and we'll get back to you to set up an interview. **Deadline to apply: November 21, 2026.**