JOB POSTING

Position:	**Program Coordinator**
Department:	**Software.org**
Location:	**Washington, DC**
Reports to:	**Executive Director**

Summary

Launched in 2017, Software.org: the BSA Foundation is an independent and nonpartisan international research organization established to help people better understand the impact software has on our lives, our economy, and our society. Headquartered in Washington, DC, the foundation publishes studies that examine the intersection of software and society with the aim of educating policymakers and the public to better understand the next generation of cutting-edge technologies. The foundation also works directly to empower and shape the workforce of tomorrow by encouraging a diverse community of young coders and working to increase opportunities for training and skills.

The Program Coordinator provides research, analysis and project management support for Software.org's key educational initiatives and events. The Program Coordinator reports to Software.org's Executive Director and will work closely with colleagues within the Foundation. The Program Coordinator will also work with Software.org supporters, outside vendors, and third parties. A successful individual will bring strong research, writing, and analytical skills along with the ability to manage aggressive deadlines with an eye for details and to bring projects to completion with minimal guidance. Additionally, the ability to anticipate needs and potential problems and a general curiosity about the software industry are important traits for this position.

Professional Experience and Qualifications

- Must possess and demonstrate a proactive, agile, self-sufficient, can-do attitude.
- Interest in the software industry, technology policy matters and nonprofit educational work; desire and ability to learn about and engage in substantive conversations with key players at supporting companies, in the government, and industry overall.
- Strong writing, oral communications, and listening skills; solid MS Office suite skills. Salesforce skills are a bonus.
- Strong analytical, research, and problem-solving skills within a complex and nuanced environment.
- Articulates thoughts clearly and effectively, demonstrating an understanding of relevant issues, challenges and how to navigate toward desired outcomes.
- Excellent organizational and project management skills and ability to execute high-quality work in a fast-paced environment under deadline pressure.

- Demonstrated ability to multitask, stay organized, meet commitments, deadlines and deliver results on time.
- Ability to work collaboratively with diverse professionals at all levels of seniority both inside and outside the organization.
- Bachelor's degree required, preferably with some analytical coursework. Advanced degree in a relevant field a plus.
- 2+ years of relevant experience in a Capitol Hill or government office, trade association, think tank, or private sector.
- Willing to travel when necessary.

Key Responsibilities

- Coordinate and help manage domestic and international projects and efforts as assigned by the Executive Director, including initiatives and projects that cross organizational teams, ensuring progress and compliance with deadlines.
- Conduct research and analysis relevant to the software industry and to the organization, in support of strategic planning needs. This could include researching, identifying, and vetting outside resources/vendors to support Software.org work.
- Provide general administrative support for Software.org, to include expense report indexing, invoicing and event planning.
- Draft written documents and presentations as needed and for leadership use in support of high-level/profile meetings; review and edit documents as needed.
- Coordinate across the organization's teams on cross-cutting projects to ensure collaboration and buy-in, as well as timely execution.
- Work with project lead/s to identify key deliverables and milestones; create and maintain a workable schedule.
- Take responsibility for key elements of assigned projects including team coordination, key stakeholder communications, and tracking and managing budget expenditures.
- Assist in the planning of meetings and events, including identifying guests, following up with people/supporting companies/invitees to ensure program success, helping develop a program agenda/flow for day, owning logistics and assisting in general execution (e.g., outreach, driving attendance).
- Attend events, greet and engage with guests as a key contact and liaison for Software.org while at the same time ensuring that event vendors meet requirements flawlessly.
- Other work and projects as required or assigned.

About Software.org Benefits

Software.org recognizes that benefits play an important role in your selection of an employer. We offer generous benefits including many unique benefits and perks to our employees encourage everyone to live a healthy, balanced life. Our comprehensive benefits include:

- Health, disability and life insurance;

- Paid time off and holidays – including a year-end shut down between Christmas and New Year's;
- Generous paid maternity and bonding leave;
- Emergency backup child care;
- Three weeks' paid sabbatical every five years;
- Health/Fitness and Financial/Tax Advice reimbursement;
- Professional development, continuing education (including tuition reimbursement) and training;
- Casual dress;
- And much more!

How to Apply

To apply for this position, please submit your resume and cover letter to work@software.org. Include the position title and location in your Subject Line.

Software.org is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at Software.org: the BSA Foundation!

Posted: October 16, 2018