



21 October 2022

Projects Assistant

The IAF

Founded in 1951, the International Astronautical Federation is the world's leading space advocacy body with 468 members in 75 countries, including all leading space agencies, companies, research institutions, universities, societies, associations, institutes and museums worldwide.

Following its motto "Connecting @ll Space People" and its theme "A space-faring world cooperating for the benefit of humanity", the Federation advances knowledge about space, supporting the development and application of space assets by promoting global cooperation.

As organizer of the annual International Astronautical Congress (IAC) – world's premier global space event – and other thematic events, the IAF actively encourages the development of astronautics for peaceful purposes and supports the dissemination of scientific and technical information related to space.

The IAF Secretariat is based in Paris, France, and is responsible for the coordination of the IAF activities. It is the management body of the organisation, supporting the IAF members, the IAF experts and volunteers.

Job Description

Under the direct supervision of IAF Senior Projects Manager and IAF Office Manager, the Projects Assistant shall be responsible for the support of the management and further development of IAF registration, sponsorship and exhibition. She/He shall contribute to the IAF Secretariat's effort to organise and implement events, including the International Astronautical Congresses (IAC) and Global Conferences.

Specific duties include:

- Support the Registration Activities for all IAF events, including but not limited to:
 - Registration software management
 - Replies to delegates enquiries
 - Preparation of lists, reports and statistics linked to the registration
- Support the IAF Sponsorship Activities, including but not limited to:
 - Research and develop a list of potential sponsors (space and non-space) for each IAF event
 - Creation of dedicated sponsorship offers and kits for each IAF event
 - Active sponsorship search, including dedicated emails, calls and follow-ups
 - Management of the relationships with confirmed sponsors
 - Preparation of lists, reports and statistics linked to the sponsorship
- Support the IAF Exhibition Activities, including but not limited to:
 - Creation of dedicated exhibition offers and kits for each IAF event
 - Active exhibitors search, including dedicated emails, calls and follow-ups
 - Management of the relationships with confirmed exhibitors
 - Preparation of lists, reports and statistics linked to the exhibition
- Support the IAF Alliance Programme
- Support the organization and on-site management of the IAF Plenary and GNF programme
- Participating in the preparation and implementation of the International Astronautical Congress and other IAF events
- Other duties as requested by the Executive Director



INTERNATIONAL ASTRONAUTICAL FEDERATION

Candidate profile

- Higher education (Bachelor level or higher)
- Excellent English language skills
- Experience in sales is an asset
- Knowledge of and working experience within the space community is an asset

Skills Needed

- Excellent IT proficiency (MS Office: Word, Excel, PowerPoint, Access, Outlook)
- Language: English (excellent oral and written skills)
- Open to work in an international environment
- Well organised and multi-tasking with excellent planning skills
- Result-oriented
- Team work competency
- Excellent communication and inter-personal skills
- Customer focused attitude
- Ability to work under stress
- Highly motivated
- Enthusiasm and interest for space activities
- High sense of initiative

What we offer

- 1-year CDD (possibility to be followed by CDI)
- Challenging job with exposure to the international space community at all levels
- Occasional travels abroad
- Attractive salary

Declaration of interest

- Applicants should send their resume and cover/motivation letter to jobs@iafastro.org
- Closing Date for Applications: 18 November 2022