Program Manager (full time, benefits eligible)

Search Open: October - November 1st 2023, or until filled

Location(s): Cambridge, MA (Greater Boston area); must be able to work in-person from our Cambridge and Boston, MA offices, with flexibility on schedule and work-from-home days each week.

Trailblazers are already building the road to space. It's time to design, build, test, and launch the space habitat infrastructure for a life worth living once we get there. Aurelia Institute is a non-profit space architecture research & development lab, education and outreach center, and policy hub dedicated to scaling humanity’s presence in space.

Aurelia Institute is looking for a Program Manager to help drive Aurelia’s project management and partnership strategy in three core areas: managing R&D projects (coordination and leading execution with design engineering team); managing our educational offerings; and supporting our community outreach efforts (e.g., events, membership, etc). This role will help scale the Institute’s project capacity and is mainly focused on creative, efficient execution of several concurrent workstreams. We are a small, agile start-up team with big ideas that will impact the next stage of human space exploration and are looking for a driven, proactive individual who thrives in a very fast paced, high growth opportunity, start-up environment. We are looking for someone creative and resourceful, who is comfortable wearing many hats, multi-tasking, and problem solving within the quick pace of a highly productive team.

Responsibilities

- Project manage a cross-functional team to drive progress on an architectural-scale R&D project with ownership over project budget tracking, procurement, insurance, shipping logistics and open creative questions.
  - Subject matter expertise is not required, but deep experience with project management tools, efficiency at problem solving and unblocking technical teams, and wrangling subcontractors and vendors is a must.
- Project manage a small, lean team delivering our zero-g flight and related education & outreach offerings (student communications, community management, partnership documents and MOU negotiations, legal and insurance coverage, etc); support curriculum planning, guest lecture invites, and impact tracking for Aurelia Academy courses.
- Project manage community events (scoped event planning with team help for 1 large conference event per year, 3-6 smaller lectures/mixers); Build and maintain strong relationships with Aurelia’s Fellows (internal) and with external community members
- Develop new programs and partnerships in line with evolving organizational strategy and needs, working closely with the CEO and COO
- Coordinate actively with our design and communications team to develop content from each project pillar, curate, and share out team progress across our social, press, newsletter and other channels

Required Experience & Skills

- Bachelor Degree in a relevant field (engineering or science preferred; business administration, communications, liberal arts accepted if candidate brings extensive experience working with technical teams);
• 2-5 years of experience in program or project management, preferably in the space industry, academia, or nonprofit sector.
• Extensive familiarity with best-in-class modern office software, project management, collaboration and operations tools (e.g., enterprise Google Workspace, Zoom, Airtable, Gantt style scheduling, Docusign, Slack, Jira, Trello, Notion, Miro, etc.)
• Takes pride in precise attention to detail, with a proactive, problem-solving mentality
• Excellent communication skills, polished email style, and experienced judgment for handling external relationships with high EI (Emotional Intelligence)
• Experience managing and executing an evolving task list with ability to prioritize
• Demonstrated experience managing logistics for a complex project with multiple stakeholders where decision making under uncertainty was practiced and executed well
• Demonstrated leadership ability and experience in community management; experience working with/ serving a broader community (can be via community service, volunteering, formal Community Manager experience, or other)
• Demonstrated commitment to maintaining diverse, equitable, inclusive, and accessible (DEIA) environments in their work

*We encourage individuals who may not meet all the listed requirements but are passionate, eager to learn, and believe they can contribute to our team's success to apply. We value diversity, growth, and potential, and believe in providing opportunities for those who share our vision and enthusiasm.*

**Preferred experience and skills (all individual bonuses – not required to bring all these skills):**

• Masters Degree in any relevant field (engineering, communications, business, etc.)
• Program Management certifications such as PMP
• Experience managing the full lifecycle of a large team project at the university or higher level
• Direct prior experience as a community manager, Executive Assistant, administrator, or Chief of Staff (at any level)
• Experience as a stage manager / exhibition crew with sets or for gallery shows
• Web development experience (HTML/CSS/JavaScript)
• Experience with Adobe Creative Cloud
• Strong written communications skills for drafting external facing content
• Passion for space exploration and education

**Details & Advancement Opportunities**
This position is a 40 hr/week full-time, in-person employee role. Benefits include medical, dental, vision, retirement matching, vacation, sick leave, and life insurance.

For exceptional candidates with the relevant qualifications, it may be possible to be hired into this role as a Senior Program Manager. That expansion would include additional responsibilities in the following areas: operations, curriculum development, fundraising strategy, business development, and/or policy. Expertise or interest in any of those areas would be considered assets for this position. This role would be placed on a promotion path to VP of Program, pending performance reviews after year one.

Candidates must be authorized to work in the US and successfully pass a standard workplace background check.
Your road to space...

Interested in applying? Fill out our form or shoot us a note! Send an email to hello@aureliainstitute.org with “PM applicant - [Your Name]” in the subject line and include your resume/CV. Cover letters or email self-introductions are not required but may be helpful for those transitioning from another industry.