



Program Coordinator

Universities Space Research Association (USRA) is seeking an experienced Program Coordinator for a full-time position in the Houston, Texas area. The successful candidate will work closely with the Lead for the Center for Lunar Science and Exploration (CLSE) to coordinate all aspects of the NASA Solar System Exploration Research Virtual Institute (SSERVI)/CLSE at the Lunar and Planetary Institute (LPI) in Houston, Texas.

Responsibilities Include:

- Support program lead in developing a marketing approach for the CLSE program; including but not limited to press releases, brochures, and website development. Research, identify and capitalize on resources and opportunities to promote CLSE programs.
- Work in partnership with the LPI and Johnson Space Center (JSC) CLSE team to support plans, goals and objectives for implementation and administrative assistance of the CLSE program.
- Locate supplies, print and collate materials for display at education and public outreach activities and to support work at planetary surface test sites. Prepare and print program products and collate into professional briefing documents.
- Coordinate activities for CLSE within the LPI, NASA entities, partner institutions, and the science community. Provide logistical support for team meetings, workshops and conferences; With CLSE lead, plan and implement activities and products associated with scientific conferences. Participate in and provide administrative support for all LPI/JSC CLSE management activities and trainings.
- Working with USRA Business Office, provide budget assessments for the necessary resources to implement programs. Monitor all scheduled deliverables, including scientific and financial reporting. Work with subcontractors to ensure funding continuity and timely submission of reports.
- Coordinate a summer student training program at LPI and other student training activities worldwide. Network with interns and graduate students at collaborating institutions.
- Some travel is required.

Required Skills:

- Bachelor's degree with 1 – 3 years' experience in project coordination or administrative assistant duties. University-related experience is a plus.
- Familiarity with Photoshop, Illustrator, and Adobe Elements is a plus.
- Ability to communicate effectively and professionally in both oral and written formats, including presentations to the scientific research community and government representatives. Extensive writing skills and proficiency in writing reports, bibliographic documentation of team output and correspondence.
- Ability to interpret data and technical instructions, and develop program guidelines and procedures.
- High degree of professionalism and diplomacy skills.
- Must be a U.S. Citizen, able to pass a detailed background investigation.

USRA is an independent, non-profit research corporation where the combined efforts of in-house talent and university-based expertise merge to advance space science and technology. USRA works across disciplines including biomedicine, planetary science, astrophysics, and engineering and integrates those competencies into applications ranging from fundamental research to facility management and operations. USRA engages the creativity and authoritative expertise of the research community to develop and deliver sophisticated, forward-looking solutions to Federal agencies and other customers - on schedule and within budget.

Applicants should apply to the posting at <https://usracareers.silkroad.com/> and include a letter of interest, resume and a list of three professional references. Review of candidates will begin immediately. Additional information on USRA can be found at www.usra.edu.

USRA is an Equal Opportunity Employer Minorities / Females / Protected Veterans / Disabled / Sexual Orientation / Gender Identity