



B612 Foundation | Operations Intern

We are seeking a highly organized student who is interested in learning what it takes to run a space company. The Operations Intern will work with our operations team in Mill Valley, California for approximately 20+ hours per week. The internship starts immediately and will last 7 months with the opportunity to turn into a staffed position. Hourly rate is up to \$25.00 depending on experience.

Position Summary

The Operations Intern plays a critical role in supporting the day-to-day function of the B612's office. This person will work closely with the President and Director of Special Projects to assist with data entry, event logistics, office management, and organization. This person must be comfortable managing large amounts of data in Google spreadsheets and able to quickly learn new technologies. The work schedule is flexible after being trained onsite at our downtown Mill Valley office.

Job Responsibilities

- Execution and management of email merges
- Data entry
- Digital and in-person event support
- Scanning, filing, and uploading documents, invoices, and contracts
- Printing and mailing documents via postal and delivery services
- Organizing materials and office supplies
- Running errands and performing miscellaneous job-related duties as assigned
- Organizing electronic folders
- Enhance office organization through:
 - Maintaining and improving inventory system
 - Organizing the physical office
 - Managing the ordering of inventory, swag, paper, printing, and other items
 - Ensuring there are enough supplies for any/all mailings such as notecards for donor thank you's

Qualifications

Experience

- Working knowledge of handling data in spreadsheets including; entry, analysis, and organization such as name, address, phone, email, and other information

Skills

- **Must be proficient in Gsuite**, i.e. google docs, gDrive, google spreadsheets, Gmail, calendar
- Time management and project management skills
- Ability to multi-task and work on several priorities issues simultaneously.
- Not afraid of technology and learning something new

Other

- Must to able to provide complete focus on assigned tasks
- Ability to travel; has a car and feels comfortable driving in the Bay Area
- Demonstrated ability to work independently and as a team
- Ability to work independently in a virtual work environment if needed
- Must be a reliable team member who isn't afraid to ask questions

To Apply

In your cover letter tell us why you are interested in the position and list any volunteer, work, or classroom experience that makes you a good fit for the role. Send a resume and cover in the form of a [Google document link set as viewable](#) to anyone with a link to jobs@b612foundation.org.

B612 Foundation

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Phone 650-644-4539 | www.b612foundation.org



ABOUT B612 & ASTEROID INSTITUTE

B612 Foundation is the world's leading non-profit organization dedicated to protecting Earth from asteroid impacts. The organization's work is divided into two areas: public education and advocacy, and the development of new scientific and technological projects within our program, the Asteroid Institute. The foundation is entirely funded by private donations. Founded in 2002, by visionary astronauts Dr. Edward T. Lu, and Russell (Rusty) Schweickart, Apollo 9. Collaborators include Google Cloud, Data Intensive Research in Astrophysics and Cosmology Center (DIRAC) at the University of Washington, Stanford University, and UC Berkeley.

The **Asteroid Institute** is a program of B612 and is designed to be the international center of excellence for scientific collaboration on the discovery and deflection of asteroids as well as an incubator for new technologies. Current major projects within the Institute include: postdoctoral research fellowships; ADAM, an open-source cloud-based platform for asteroid discovery, analysis, and mapping; and the use of synthetic tracking as a means of increasing the rate of asteroid discovery. A key focus is the creation of a dynamic map of the inner solar system. The map will be a critical resource for planetary defense while contributing to our understanding of the origins of our Solar System and future space exploration.

The work of B612 and the Asteroid Institute is made possible through the [support of a community of donors around the world](#) including Tito's Handmade Vodka, the William K. Bowes, Jr. Foundation, and numerous anonymous donors in addition to donors from 46 countries.

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