

Company Description:

Mission Control is a space exploration and robotics company focused on mission operations, onboard autonomy and artificial intelligence. From embedded onboard guidance, to navigation and control algorithms, our technology improves the safety, efficiency and productivity of robotics missions. Mission Control specializes in ground segment software for operating robotic assets deployed in harsh and remote environments. We believe in sustainable exploration and inspiring the next generation to always keep exploring.

Our Mission Control Software streamlines end-to-end development and operations for robotic space missions. We believe that modern software can enable cheaper missions and live accessibility – the key to democratizing space exploration. Please visit our [website](#) to learn more about our team and ongoing projects:

Mission Control has a clear vision: to be a workplace where a diverse and thoughtful mix of talented people want to learn and do their best work. Diversity and inclusion is a priority for our company, and we believe in creating a team that reflects this foundational principle.

Role Description:

As a young company at the intersection of technology development and the flourishing NewSpace market, we are looking for candidates who want to help support the growth of a start-up company and are interested in learning and supporting the inner workings of a business. Ideal candidates are excited by space exploration and robotics and can join a tight-knit team of engineers and scientists who are making waves in the Canadian space industry. As part of the team, you will be exposed to a wide variety of tasks, so applicants must be self-starters, unafraid of learning something new, and have demonstrated experience with creative problem solving.

Mission Control is looking for someone who is a good fit for the company. We prefer someone who can work for minimum 15 hours per week, up to our standard 37.5 hours. For the right person, we can be flexible on hours and time commitment, so please apply if you have the skills. This role would be perfect for someone who is looking for part-to-full time work, someone who is looking to return or join the workforce in a limited capacity, or a student who wants to work throughout their academic year or during a coop term. While role requires owning most major business processes & administrative tasks, there are also opportunities to perform more high level strategic work, like performing market analyses to support the BD team. The hope is that the right candidate will be able to develop an overview of our small company, and use their business acumen to help implement creative & sustainable business practices for growth. The role is primarily to support business operations including administration, communications & social media.

Tasks & Responsibilities:

Under the guidance of the CEO & Manager of Business Operations & Communications, your primary responsibilities could include:

- Supporting business processes – HR, IT, Office Management, Bookkeeping
- Owning business administrative needs
- Strategizing & creating communications content for various projects on social media channels
- Maintaining website, press releases
- Developing general marketing strategy & executing plans
- Developing presentation materials to support the Business Development team
- Conducting research on customers in a wide range of market segments, with an emphasis on AI/machine learning, space science, robotics and space exploration;

- Some travel may be required, remote work possible

Required:

- Proficiency with Microsoft Office Suite: Word, Excel, PowerPoint, Teams, Outlook
- Experience with social media platforms: Twitter, Facebook, LinkedIn, Instagram
- Proficiency in written and spoken English in professional settings
- Familiarity with Wordpress
- Minimum Hours: 20 hours

Nice to have:

- Familiarity with:
 - Quickbooks
 - Adobe creative suite
 - Airtable
 - Harvest
 - Trello
- Experience in corporate setting
- Demonstrated interest in the space industry, tech, or robotics
- Proficiency in written and spoken French
- Experience working as an administrator

Salary: commensurate with experience

Start date: flexible

Please send a PDF or word copy of your cover letter and resume, including "Business Operations" in the subject line, to hr@missioncontrolspaceservices.com. Please specify your availability. We will be accepting applications until the position is filled. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.