

# Program Coordinator – Front Range Consortium

## **UNITED STATES AIR FORCE ACADEMY ASSOCIATION & FOUNDATION**

The United States Air Force Academy Association & Foundation (Association and Foundation) believe strongly that the United States Air Force Academy (“Academy”) is a vital national resource, upholding the invaluable mission of developing leaders of character for our Air Force, Space Force and nation. The Association & Foundation have joined forces to accomplish their complementary missions to actively support these leaders as well as the Academy and its cadets.

The core values of the United States Air Force Academy are Integrity First, Service Before Self, and Excellence in All We Do. These same core values guide the Association and Foundation, as well as our boards and staff.

This is a civilian employee position that works for a 501(c)3 non-profit that supports the Air Force Academy. This position does not require military service or graduation from the United States Air Force Academy.

## **INSTITUTE FOR FUTURE CONFLICT**

The Institute for Future Conflict (IFC) is dedicated to creating and cultivating flexible warfighters who are prepared to prevail in conflict no matter what form it may take in the future. The IFC does this by working across all three major units at the United States Air Force Academy to develop warfighters in the classroom, on the training ground, and through athletic competition.

## **OVERVIEW**

The Institute for Future Conflict (IFC) at the United States Air Force Academy is seeking qualified candidates for the full time, on-site position of Program Coordinator, who will report directly to the Director of the Front Range Consortium (FRC).

The Program Coordinator is an administrative position, supporting the FRC Director. The Program Coordinator is within the IFC but working exclusively for the FRC that brings all the disparate but coherent parts together to assimilate into one cohesive organization. The Program Coordinator is responsible for overseeing the daily operations of the FRC: managing communication as well as FRC logistics and programming. Additionally, the program coordinator will back-up the Administrative Assistant in line with guidance from the FRC Director.

Within the FRC, which is a part of the IFC, the program coordinator will support the FRC's associated programs with direction from the FRC Director, including: two faculty-student workshops per year, an annual conference, an annual lecture series, a national security scholars' program, and overseeing the administration of research grants. This role requires strong organizational skills, diligence, and the ability to collaborate with various stakeholders, ranging from senior military personnel, faculty, to external partners.

As a back-up, the program coordinator will assist the Administrative Assistant per guidance from the FRC Director.

## **POSITION RESPONSIBILITIES**

### **1. Program Coordination**

- Work with the FRC director to run and manage the FRC's programs.
  - Coordinate and organize events
  - Coordinate and organize travel for FRC director working with AA
  - Help build conference agendas, coordinate meeting space, & support attendees
  - Administrative and logistics support for all programs; IFC and FRC
- Ensure that FRC/IFC events are aligned with the FRC/IFC mission by coordinating with the Administrative Assistant. Supports the Administrative Assistant on the following with direction from the FRC Director
  - IDE/ILE Program
  - Annual IFC Fiction and Non-Fiction Essay contests
  - Annual Non-Resident Fellow's program
  - Monthly series of research talks
- Works with the Administrative Assistant to ensure an efficient approach to include scheduling, email correspondence, trip and event planning (calendar management).
- Works with the Administrative Assistant in onboarding new members and ensuring a smooth transition into FRC/IFC operations.
- Act as a secondary point of contact along with Administrative Assistant to serve as a Non DTS Entry Agent representative for senior leadership, managing travel authorizations (DTS), task tracking (TMT), and documentation processes.

### **2. Event Planning & Stakeholder Engagement**

- Plan and execute internal and external meetings in coordination with the FRC Director.
- Help coordinate travel and logistics for the FRC Director, ensuring proper documentation and approvals.
- Facilitate engagements with senior military officers (working with senior FRC/IFC leadership), external organizations, and FRC/IFC-affiliated personnel.
- Oversee visitor arrangements, including escorting guests and coordinating facility access in support of the Administrative Assistant.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- An ambitious and motivated professional, who values working with committed colleagues in a fast-paced and collaborative environment.
- The ability to solve problems and manage multiple tasks concurrently, which will require excellent organizational skills and management skills.
- Excellent written and oral communication skills are required along with strong social skills, instincts, judgement, and integrity.
- Experience in event planning, planning coordination, and stakeholder engagement.
- Demonstrated and significant interpersonal skills and the ability to connect people and resources.
- Ability to manage multiple tasks and deadlines in a challenging environment.
- Proficiency in Microsoft Office Suite and website content management systems.
- Ability to become proficient if not already with USAFA-related systems and processes (e.g. filing SCA's, TMT, DTS, room reservations).
- A strong work ethic, a commitment to high performance and teamwork and a proven ability and desire to reach increasingly aggressive goals.

## **DESIRED QUALIFICATIONS**

- Bachelor's degree required, master's degree preferred
- Demonstrated organizational and time management skills
- Ability to multi-task and work as part of a team
- Prior experience in military, defense, academic or government operations
- Must possess or be able to obtain a security clearance
- Desired experience with travel and fiscal management systems such as DTS and TMT

## **COMPENSATION AND BENEFITS**

The hourly range for this position is \$31.25 - \$38.46 (commensurate with experience) plus a benefits package. Travel will be for supporting the Directors – FRC and IFC – at a cost of 5,000. The Association & Foundation offer a competitive benefits package including but not limited to medical, dental, vision, life insurance, short-term and long-term disability, retirement, and paid time off for all full-time employees.

## **SUBMISSION INSTRUCTIONS:**

To apply please send a résumé and cover letter to David Scott at [david.scott@afacademy.af.edu](mailto:david.scott@afacademy.af.edu) and Dr. Gregory Johnsen [gregory.johnsen@afacademy.af.edu](mailto:gregory.johnsen@afacademy.af.edu) no later than August 31, 2025.