



Program Coordinator - Front Range Consortium

This is a civilian 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.

UNITED STATES AIR FORCE ACADEMY ASSOCIATION & FOUNDATION

The United States Air Force Academy Association & Foundation (“Association & 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 & Foundation, as well as our boards and staff.

Association & Foundation - Front Range Consortium (donation funded)

The Front Range Consortium (FRC) pursues the vision of elevating the Front Range of Colorado as a national leader in advanced solutions for tomorrow’s security challenges by bridging academia (seven Colorado Universities and Colleges), national defense and industry. The FRC serves as a catalyst to advance defense priorities by fostering a vibrant ecosystem of research, education, and engagement with our partners, generating innovative solutions and cultivating leaders in national security.

THE OVERVIEW

The Front Range Consortium (FRC) seeks a highly organized and motivated professional to serve as its full-time, on-site Program Coordinator, reporting directly to the Director of the Front Range Consortium.

The Program Coordinator serves as an integral member of the FRC team, supporting the planning, coordination, and execution of programs that advance the Consortium's four strategic pillars: Research Excellence, Education and Workforce Development, Knowledge Dissemination and Discourse, and Partnership Cultivation.

Primary responsibilities include coordinating the National Security Scholars Program career development activities and the Front Range Consortium Lecture Series. The Program Coordinator will also provide operational and administrative support for Consortium initiatives, including event logistics, travel coordination, marketing efforts, technology platforms, and day-to-day program administration.

KEY RESPONSIBILITIES

1. Program Coordination

- Coordinate and support the planning and execution of Front Range Consortium programs and events in collaboration with the Director and Assistant Director.
- Serve as the primary program manager for the National Security Scholars Program internship, networking, mentoring, and career development activities.
- Lead planning and logistical coordination for the Front Range Consortium Lecture Series conducted twice annually.
- Coordinate travel, lodging, and logistics for Consortium events, conferences, and official engagements.
- Assist in developing conference agendas, coordinating meeting facilities, and supporting participants before, during, and after events.
- Serve as the primary logistics and billing coordinator for designated Consortium programs and activities.
- Provide operational support to the Assistant Director and Director as needed.
- Perform other duties as assigned.

2. Administrative Assistance

- Provide administrative and operational support to the Director
- Support to grant writing and reporting
- Manage/administer stakeholder surveys, after-action reports and impact data collection
- Social media, website posts and updates/publications and IT platforms
- Manage the FRC inbox & ensure timely responses from leadership team
- Support preparation for meetings and briefings (e.g. hand-outs, bios etc.)
- Coordinate calendars, meetings, travel, correspondence, and event planning
- Plan and execute internal meetings, partner engagements, and external events
- Coordinate engagements involving senior military leaders, university executives, government officials, industry representatives, and other strategic partners.
- Manage visitor coordination, including facility access, visitor support, and escort requirements when appropriate.
- Maintain organized program documentation and assist with administrative processes supporting Consortium operations.
- Oversee visitor arrangements, including escorting guests and coordinating facility access

KNOWLEDGE, SKILLS, AND ABILITIES

- Exceptional organizational skills with the ability to manage multiple priorities and deadlines in a dynamic, fast-paced environment.
- Strong written and verbal communication skills, coupled with sound judgment, professionalism, discretion, and integrity.

- Excellent interpersonal skills and the ability to build productive relationships across academia, government, industry, and national defense organizations.
- Experience coordinating programs, conferences, meetings, or stakeholder engagements.
- Strong problem-solving skills and the initiative to work independently while contributing effectively as part of a collaborative team.
- Proficiency with Microsoft Office Suite and the ability to quickly learn new technology platforms and organizational systems.
- The ability to become proficient with United States Air Force Academy administrative systems and processes, including DTS, TMT, SCA submissions, and facility reservation systems.
- A strong work ethic, commitment to excellence, attention to detail, and dedication to accomplishing the Consortium's mission.

REQUIRED QUALIFICATIONS

- Demonstrated experience successfully coordinating programs or projects within academia, government, industry, nonprofit organizations, or related environments.
- Proven experience planning and executing conferences, meetings, or professional events.
- Excellent organizational, communication, and interpersonal skills.
- Must be a United States citizen.
- Must possess, or be able to obtain, a Secret security clearance.

PREFERRED QUALIFICATIONS

- Three or more years of administrative, program coordination, or office management experience.
- Experience supporting senior executives or organizational leadership.
- Prior experience within military, defense, higher education, nonprofit, or government organizations.
- Familiarity with travel management, budgeting, or administrative systems such as DTS and TMT.
- Experience coordinating stakeholder engagement across multiple organizations.
- Must possess or be able to obtain a security clearance

COMPENSATION AND BENEFITS

The hourly range for this position is \$23.08 - \$26 (annualized \$48k-\$54,080). Salary depends on relevant experience and new staff rarely start at the top of the range. The Association & Foundation offers a competitive benefits package for full-time employees including but not limited to:

- Medical/Dental/Vision
- 401(k) – up to a 6% match
- Generous Paid Time Off (PTO) policy
- 12 Holidays
- Employer Paid Life Insurance
- Free tickets to Air Force Basketball, Hockey etc.
- Gym access

At the Association & Foundation, collaboration and teamwork are critical to our success. For this reason, we value our time working side by side in the office. We also know that the flexibility to work remotely from time to time can provide a healthy balance throughout the week. Our goal is to create a flexible, supportive work environment that fosters employee well-being and productivity.

Employees are expected to work from the office location Monday through Thursday and have the option to work remotely on Fridays.

This is a donation funded position.

SUBMISSION INSTRUCTIONS:

Applicants must submit a cover letter and a resume to receive full consideration. Applications can be submitted via https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7197113. The position will remain open until filled.