

S2MARTS Program/Collaboration Coordinator

About NSTXL

The National Security Technology Accelerator (NSTXL) harvests innovative technology from the commercial and non-defense marketplace, ensuring the development of better, economical, and faster defense capabilities. We offer a unique and simplified approach to rapidly develop, demonstrate, and assess prototypes that address a range of operational and installation needs, from individual Warfighter technology up to large-scale installation projects. NSTXL delivers technology to the Warfighter by serving as a one-stop shop to match government requirements with innovative private-sector and academic solutions.

Each of our OTAs is a distinct member-based not-for-profit with its own membership that is managed and serviced by NSTXL. Currently, our OTAs have more than 600 corporate, non-profit, educational, and financial institution members. For these members, NSTXL offers opportunities to bid on government contracts, education and training, and live/virtual forums on a wide variety of topics.

Job Description

The National Security Technology Accelerator (NSTXL), a fast-growing provider of acquisition services to the US federal government, is looking for a **S²MARTS Collaboration/Coordinator** as a key player in assisting our NSTXL/ S²MARTS Team to reach its goals.

Key Responsibilities

- Develop, implement, execute, and manage, a S²MARTS event series and event pipeline, to include coordinating with internal and external support as needed. These duties will also extend to any new contract vehicles originating from close geographic proximity or that address the same technology areas as those sought under S²MARTS.
- Act as the lead point of contact for all live exchanges hosted at the Collaboration Lab, ranging from networking gatherings, to planned training classes, to unplanned customer meetings. For each event, duties may include (and are not limited to) event planning, coordination with speakers & participants, “onboarding” & verifying access for facility visitors, and public speaking/presenting.
- Responsible for coordinating with the appropriate Marketing, Membership and Operations action officers.

- Create, implement, and manage a master schedule for the S²MARTS Collaboration Lab, to include all customer engagements, co-working space availability, and other events
- Act as the primary lead for daily logistics & inventory of the S²MARTS Collaboration Lab
- Manage communication with third-party services in support of the S²MARTS Collaboration Lab events (food providers, material/supply vendors, etc.)
- Assist with documenting & evaluating program reports and metrics with subsequent reporting to Government customers, such as monthly program reports, project quad charts and opportunity marketing memos.
- Lead the capture of internal process flows and author Standard Operating Procedures for the collaboration facility
- Perform as lead point-of-contact for the facility's iLight Network node, to include user scheduling and real-time troubleshooting support.
- Act as primary liaison to external iLight Network node facilities, to include exchanges with academic institutions to identify similarity of efforts and/or performers within the ecosystem
- Act as the lead point of contact for the processing and approvals for any Press Releases associated with S²MARTS and any new contract vehicle originating from close geographic proximity or that address the same technology areas as those sought under S²MARTS.
- Assist with the documenting and planning of the annual S²MARTS/DoD conferences and workshops that support technology areas associated with the vehicle. S²MARTS participation in such events provide networking and awareness of government customers and ecosystem members.

What We Offer

NSTXL strives to be one of the best places to work in America. We offer competitive salary and benefits including flexible work hours, paid sick leave, work from home accommodations, a 401(k)-profit sharing plan, a wellness plan, floating holidays and much more.