Prague Security Studies Institute

JOB OPENING

Project Assistant, PSSI's Space Security Program

The Prague Security Studies Institute (PSSI) is looking for a Project Assistant for our Space Security Program. The person will be responsible, under the direction of PSSI's Managing Director and Director of Operations, for the organization of our flagship event -- the Prague Space Security Conference, as well as other related projects and activities. A key responsibility in this role is to manage email and telephone correspondence with speakers, participants, and relevant ministries and partners, ensuring effective coordination. The Project Assistant will also support the Space Security Team's research activities and assist with ad hoc tasks as needed.

PSSI initiated in 2011 what is now regarded as the leading NGO space security conference series. Seven such international conferences have been convened to date, in Prague (in 2011, 2016, 2019, 2022, 2024 and 2025), Tokyo (in 2013), and Washington, DC (in 2017), involving high-level sitting and former government officials (both civil and military), senior private sector executives, as well as NGO and other experts from the space security communities of Japan, Europe, the U.S., and its partners. The link to a video summary from the 2024 event can be found here. PSSI plans to hold its 9th Prague Space Security Conference on 14 - 16 June 2026 in Prague, Czech Republic.

Summary:

- **Location:** Prague, Czech Republic
- **Position Type:** Full-time (40h/week), with flexible working hours and the possibility of home office
- **Compensation:** 38,000-45,000 CZK
- **Suitable for:** Recent BA/MA graduates as well as PhD students interested in gaining professional experience in the field of security and international affairs
- **Expected Start Date:** November 2025

Duties:

- **Email Communication**: Manage email correspondence with speakers, participants, and relevant ministries and partners.
- **Coordination of Conference Series**: Assist in the overall planning and execution of the Prague Space Security Conference series.
- **Logistical Support**: Provide logistical assistance for the conference, including venue arrangements, catering, and technology setup.
- **Close Coordination with the Team**: Work closely with the Space Security Program team to coordinate tasks and ensure seamless event execution.

- **Promotional Activities**: Collaborate with the PR Coordinator to promote the conference and related events, including social media outreach and promotional materials.
- **Documentation and Reporting**: Maintain accurate records of communications, agreements, and event progress.
- **Support Educational Activities**: Assist in organizing smaller educational events or workshops related to the Space Security team's activities.
- **Research and Ad Hoc Support:** Contribute to the Space Security team's research projects and provide assistance with ad hoc tasks as needed.
- **Continuous Improvement**: Contribute ideas for improving the conference series based on participant feedback and industry trends.

Requirements:

- **Proficiency in Czech/Slovak and English**: Excellent written and spoken communication skills in both languages.
- **Excellent Time Management Skills**: Strong skills in managing time, along with balancing multiple deliverables effectively.
- **Strong Communication Skills**: Ability to coordinate efforts with internal teams and external partners effectively.
- **Teamwork**: Ability to work well in a deeply collaborative international environment.
- **Adaptability**: Flexibility and openness to adapt to various organizational and project requirements.
- **Self-Starter Approach:** Ability to anticipate needs, propose effective solutions to the team, and solve problems independently.
- **Familiarity with Security Policies:** Awareness of the NATO, EU, and Czech security policy environment.
- **Commitment to Values**: Commitment to the Institute's values and mission.
- **Versatile Technical Toolbox:** Experience with tools and skills related to the Google and Microsoft suite, along with Python, SQL, WordPress, and Adobe is a plus.

To apply, please send your application to mastrangelo@pssi.cz by 30.09.2025. The application must contain:

- **Your CV**
- **A short video (max. 2 minutes)** in which you explain:
  - why you would like to join the team;
  - why you think you would be a good fit; and
  - what you expect from the position.