

## **Contract Position Opening | Wilson Center Technology Labs Coordinator**

Technology issues occupy a growing share of the Legislative and Executive Branch agendas and with the rapidly changing pace of technological advancement, it is critically important that both lawmakers and aides be well-versed in the complex subjects at hand. The Wilson Center's Technology Labs provide the knowledge foundation for core topics in AI and cybersecurity through a six-week seminar themed series. Each seminar session is led by top technologists and scholars drawn from the private, public, and non-profit sectors.

The Wilson Center's Science and Technology Innovation Program seeks to contract a Technology Labs Coordinator to work closely with the Wilson Center Technology Labs Project Director in staying on target with grant deliverables and other events related to the Technology Labs portfolio.

### **Proposed Period of Performance:**

**June 15, 2023 to January 15, 2024**, with potential to extend. This is an expected 40 hours per week commitment.

### **Deliverables:**

- Maintains supportive materials for the Wilson Center Technology Labs, such as syllabi and surveys engaging with Congressional and Executive branch staff.
- Logistical outreach for leading experts in AI including communications related to contracts and scheduling
- External facing and internal communication, such as weekly emails to cohort and newsletter. Weekly communications and other Wilson Center Technology Lab promotions, including email blasts, graphics, and posts tailored to Twitter and LinkedIn that go towards alumni networks and beyond.
- Strategic planning of recruitment across Congressional offices and executive branch agencies, bringing in decision leaders interested in learning about emerging technology policy.
- Administration of key event logistics, including weekly Zoom sessions, in-person alumni engagements, and other convenings.

To apply, please email [Sophie.Goguichvili@wilsoncenter.org](mailto:Sophie.Goguichvili@wilsoncenter.org) with a letter that includes availability and desired pay, as well as supporting documents such as a resume and three references. Candidates will be evaluated in terms of their skills, background and experience, capacity to meet expectations and rate of pay. Letters will be accepted until the position is filled.