



JOB DESCRIPTION FOR HIRE

Title: Programs Specialist

Position Description: The Programs Specialist is responsible for supporting the Marketing, Business Development and Program teams to ensure all programs run efficiently. This includes administrative support including invoicing, shipping, managing deadlines, creating workflows, scheduling meetings/appointments and supporting the organization as needed.

Company Description: Overwatch Imaging is changing the way airborne image-based intelligence is created. Rooted in the airborne intelligence and drone technology cluster of Hood River, Oregon, Overwatch Imaging is revolutionizing human understanding of the world through computer vision-optimized sensing. Overwatch Imaging makes customized imaging payloads designed for mission-critical, automated remote sensing roles. Our products allow tactical UAS and general aviation aircraft to automatically detect small targets, collect precision survey maps, conduct autonomous search, and provide real-time image-based intelligence to users. Overwatch Imaging systems feature autonomously gimballed cameras combined with onboard image processing and AI software, which we leverage to reduce operator workload, accelerate data processing workflows, and identify hard-to-find small signals from large datasets.

Major Areas of Responsibility: *The ideal candidate will be strong in many of the following areas:*

- Support the Marketing, Business Development, Programs, Engineering and Production with administration duties
- Ability to work closely and support the Program Managers team with invoicing, shipping, and customer services activities
- Ability to work closely and support the Business Development team with leads
- Ability to work closely and support with the marketing team with key initiatives
- Perform other duties as requested by VP – Business Development



Required Knowledge, Skills and Abilities: *The ideal candidate will meet many of these requirements:*

- ***Experience and Education:***
 - BA/BS degree in Business or a related field preferred

- ***Technical Competence:***
 - Outstanding written and verbal communication skills
 - Good time management and organization skills
 - Strong organizational skills
 - Knowledge of Microsoft Office Suite
 - Ability to collaborate with multiple teams and lead special projects and initiatives as assigned

- ***Character Attributes:***
 - Thrives in a dynamic, fast-paced small startup business environment
 - Highly motivated self-starter able to work independently and with a team
 - Collaborates well in a small team environment
 - Enjoys hands-on work and learning new skills
 - Eager to learn and solve real-world problems and accept new challenges
 - Takes pride in seeing new products reach operational use quickly

Location: This position is based in Hood River, Oregon, and requires occasional business travel and work in and around light aircraft. All applicants must be authorized to work on a permanent basis in the United States.