

<https://fintechnews.ch/job/program-associate-at-plug-and-play-tech-center/>

Program Associate

Description

Are you curious to work with some of the largest organizations globally, work with the coolest startups and guide their collaboration? Do you want to make a real difference, dive into our corporate partner's value chains, understand our startups development potential, and ultimately bring together thought leaders from all around the world to help solving use cases and problem statements?

And most importantly: Do you want to be part of the founding team of a brand new Plug and Play location?

This is the chance to join and form a completely new program and hub as it is being created from scratch!

This job is all about transformation and innovation – from industry 4.0 to Life Sciences to Logistics, from Silicon Valley to the Middle East, from Smart Manufacturing to Artificial Intelligence – shape the future with us!

We're an exceptional team with international backgrounds in technology and entrepreneurship and we're growing rapidly to deliver on our mission. We're actively seeking program associate to continuously deliver value to our exciting and growing partner network as part of the world's largest innovation platform with over 500+ corporate partners!

Program Associate

The Program Associate supports both the corporate partners as well as the startups accepted into the acceleration program to make sure they are getting the most out of a Plug and Play program. This includes but not limited to; planning events for networking, facilitating workshops for startups to learn how to be able to work with our corporate partners, preparing monthly newsletters for the community. It is also important to be up to date with industry trends to help support the innovation community thrive.

Responsibilities

Startup Facing

Create meaningful and positive relationships with the startups in your office. Introduce new members to corporate partners when there is a potential match or opportunity. Arrange casual dinners, group lunches or other fun activities in an effort to form a sense of community amongst the startup batches. Host bi-weekly sync calls, while remaining the contact for all startup facing questions.

Corporate Facing

Funneling all individual interest of our corporate partners into the outline of the program and timeline (e.g. Workshops, Innovation Days, etc.). This is executed together with the partner success and ventures team.

Hiring organization

Plug and Play Tech Center

Employment Type

Full-time

Job Location

Basel, Basel-Stadt, Switzerland

Date posted

November 27, 2021

[Apply](#)

Community Facing

Build and maintain an ecosystem of relevant stakeholders around innovation, venture capital and startups (incl. clusters, government representatives, mentors, coaches, keynote speakers, etc.)

Marketing

Prepare documents for major events such as: Selection Day, New Start up Orientation Day, flyers for Meetups, Deepdives, Deal Flows, and so forth (Documents must be approved by Marketing before submitting). Coordinate a monthly newsletter with your team to keep entire network up to date on events. Work with our Marketing team to post relevant news and updates to social media.

Event Planning

Customize and prepare respective materials as they pertain to different events. Update Orientation packets for each new batch of startups. Collaborate with Mentors and plan group, one on one, or individual sessions; organize catering and inform startups of the mentor session. Schedule monthly team meetups. Confirm attending startups for the EXPO event; gather all information for the EXPO brochure regarding startups from our office; record attendees; prepare corporate nametags, SWAG bags and other essentials.

Administrative

Update documents as changes occur, including Hubspot, Dropbox, and Google Drive. Order necessary materials and equipment from vendor and prepare purchase orders for accounting. Manage all calendar invites for events. Track startup success and create case studies.

Qualifications

- Bachelor's degree (or equivalent)
- Fluent German and English required, any other languages are beneficial
- 1-3 years Project Management, Business Operations or similar experience required
- Must have strong verbal and written communication skills
- Exceptional organizational and multitasking skills
- Strong Office Suites (G Suite) and other technical skills
- Passion for organising and running events of all sorts
- Strong interest and understanding for startups and entrepreneurial communities
- Ability to maneuver corporate networks, engage with business units and innovation teams.
- Detail-oriented, highly organized, and comfortable working in a fast-paced environment.
- Team player that is able to work with multiple business functions to complete a project
- Self-motivated with the ability to work in an autonomous environment.

*All applications must be submitted in English.