



VentureWell is on a mission to cultivate a pipeline of inventors, innovators, and entrepreneurs driven to solve the world's biggest challenges and to create lasting impact. We foster collaboration among the best minds from research labs, classrooms, and beyond to advance innovation and entrepreneurship education and to provide unique opportunities for STEM students and researchers to fully realize their potential to improve the world.

Over the past 20+ years, we've trained more than 2,000 early-stage innovation teams and helped launch over 850 ventures that have raised close to \$1billion in public and private investments. These ventures have reached millions of people in over 50 countries with technological advancements in fields such as biotechnology, healthcare, sustainable energy and materials, and solutions for low-resource settings.

Program Administrator – Global

Responsibilities:

Provides administrative support for Global Programs:

- Provides program workflow support through project management tools, databases, and communication systems
- Inputs and tracks contacts, activities, deliverables, and other information in various systems and tools
- Helps generate and disseminate data reports as needed
- Coordinates and manages travel logistics for global programs, including coordinating with travelers on itinerary needs, complying with funder requirements for travel and lodging, purchasing flights, vetting and reserving hotels, and bidding and contracting any on-the-ground transportation required for VentureWell staff, consultants, and teams
- Works collaboratively with program staff and other departments to develop and manage various programmatic activities, including contracts, invoices, payments, and marketing/communication materials
- Outreaches and communicates with program participants around key program dates, meetings, upcoming activities, logistical needs, and other information as required
- Assists with global team and specific program meeting logistics such as meeting notes, materials, agendas, and other administrative support as requested
- Other related responsibilities as required



Requirements:

- At least 2 years post-secondary education, Bachelor's degree preferred
- 1-2 years related experience
- High degree of digital fluency using a variety of office tools such as GSuite, CRM systems (experience with Salesforce a plus), team collaboration/communication tools, and other web-based applications;
- Project management skills and ability to meet deadlines
- Excellent organizational skills
- Highly proficient in Microsoft Office Suite

Across the board, VentureWell staff:

- Are able to succeed and thrive in an environment with competing and changing priorities and tight deadlines
- Have a track record of and ability to build solid, collaborative working relationships; and are strong team players who enjoy "customer service"
- Are self-starters with strong attention to detail and a commitment to delivering high quality work
- Are active learners who independently learn new tools and work processes quickly
- Have excellent written and oral communication skills

For more information about VentureWell, including our benefits, click [here](#)

To apply, please send a cover letter, and your resume to jobs@venturewell.org

Candidates for this position must not require sponsorship for U.S. Work Authorization

VentureWell is an Equal Opportunity/Affirmative Action Employer. M/W/D/V