



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

Responsibilities:

Provides administrative support for some of our Programs:

- Organizes and writes information for and from meetings (notes, materials and agendas)
- Sets up and manages video conferences, webinars and meetings
- Outreach and communication with program participants around meetings (including scheduling), upcoming activities and for information sharing.
- Collects and organizes travel stipends, payments and other materials for submission to VentureWell's finance department
- Inputs information into database and systems to maintain contacts and activities; creates and runs reports as needed.
- Assists with meeting logistics such as ordering food, setting up A/V and other details necessary to ensure a successful meeting
- Works collaboratively with the program staff and finance team to generate consulting contracts and track down consultant invoices
- Provides data and workflow support through tools such as Salesforce and project management platforms.
- Other related responsibilities as required.

Requirements:

- At least 2 years post-secondary education, Bachelor's degree preferred
- 1-2 years related experience
- Excellent organizational skills
- High degree of digital fluency using cloud-based office tools such as GSuite, CRMs, team collaboration/communication tools, and other web-based applications; ability to incorporate these tools into day to day work
- Project management skills and ability to meet deadlines
- 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