



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.

Since our founding in 1995, we've funded and trained over 1,300 teams of science and technology inventors and innovators, and nurtured thousands of their startups reaching millions of people in over 50 countries with ground-breaking technological advancements in fields such as biomedicine and healthcare, sustainable energy and materials, and solutions for low-resource settings.

## Program Associate

The Program Associate will play an essential role in ensuring successful execution and completion of VentureWell's Entrepreneurship and Venture Development Programs.

### Responsibilities:

- Works with internal and external resources in the planning and production of programs, competitions, participant guides and marketing materials.
- Coordinates single and multi-day meetings/workshops at various locations; competitions; and special events.
- Processes consultant contracts and participant reimbursements and invoices for program related activities.
- Works in conjunction with marketing department to publicize workshops, and communicates program information to partners, participants and performing post workshop follow up.
- Develops tools and processes to assist the program team.
- Coordinates workshop survey launch activities in collaboration with evaluation department
- Other related responsibilities as required.

### Requirements:

- Bachelor's degree with proven academic achievement
- Training in cleantech, energy, agriculture, healthcare or medtech sectors a plus
- Demonstrated experience in project management
- Experience in entrepreneurship training program or competition management within a higher education environment preferred
- Minimum of 2 years of administrative operations experience required, preferably in a nonprofit, tax-exempt or higher education organization
- Proficient in the use of MS Office and other software products

*VentureWell is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factor.*

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

**To apply**, please send a cover letter, and your resume to <mailto:jobs@venturewell.org>