Program Operations Specialist

Delaware Innovation Space seeks applicants for an exciting and challenging part-time position of Program Operations Specialist to support our newly formed Spark Factory and Science Inc. accelerator programs. The position is up to 20 hours per week and the hourly rate will be commensurate with relevant experience in the range of $25 - $40/hr.

BACKGROUND ON THE DELAWARE INNOVATION SPACE:
Delaware Innovation Space is a multi-dimensional, non-profit incubator and accelerator for science startups. It is the result of a public-private partnership between the State of Delaware, DuPont and the University of Delaware. Delaware Innovation Space is an ecosystem located at the Experimental Station in Wilmington, Delaware where scientists, business leaders, community members, investors, and service providers in the industrial biotech, advanced materials, chemical ingredients, renewable energy, nutrition and healthcare fields can build business concepts together and accelerate the path to commercialization.

CONTEXT OF THE JOB:
Under the direction of Delaware Innovation Space’s Director of Business Development and Program Manager, the Program Operations Specialist will support tasks and operations for Innovation Space programs. The responsibilities include planning, coordinating, and facilitating operations for the Innovation Space’s Spark Factory early stage mentoring program and pitch event, as well as components of work related the Science Inc. Accelerator. Additionally, the Program Operations Specialist will be responsible for scheduling and coordinating meetings, coaching conversations, and communications between startup companies, Entrepreneur-in-Residence (EIRs), startup mentors, and the Innovation Space leadership team.

MAJOR RESPONSIBILITIES:

Spark Factory Support
Work with Director of Business Development and Program Manager to plan and manage program operations for monthly Spark Factory pitch and mentoring event, including pre- and post- event logistics and communication.

Science Inc. Demo Day Support
Work with Director of Business Development and Program Manager to plan and manage operations and logistics for Science Inc. startup accelerator demo day.

Communication and Scheduling
Work with Director of Business Development and Program Manager to coordinate email communication and support scheduling for program meetings and coaching conversations.
EDUCATION, EXPERIENCE AND ABILITIES:

• An enthusiasm for innovation and interest in the world of startups.
• The ability to operationalize and execute plans independently, with limited guidance.
• Excellent organizational skills with particular attention to detail.
• Ability to work independently or within a team, anticipate issues and needs, and proactively seek resolutions while being resourceful.
• Must have excellent oral, written, interpersonal, and communication skills.
• Ability to make decisions and exercise discretion, confidentiality and judgment in keeping with the level of the position.
• May require occasional evening and/or weekend hours.

To apply, please send your resume, references and a cover letter, to Mona Parikh at mona@deinnovates.org.

This is a part-time position with no University of Delaware benefits.

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at http://www.udel.edu/aboutus/legalnotices.html