Program Specialist – Spark Factory
The Innovation Space seeks applicants for an exciting and challenging part-time position to primarily support our Spark Factory mentoring program. The Program Specialist will also occasionally support other Innovation Space programs such as the Science Inc. accelerator and First Fund investment program. The position is up to 20 hours per week, and the hourly rate will be commensurate with relevant experience.

BACKGROUND ON THE INNOVATION SPACE:
The 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 and is located at the Experimental Station in Wilmington, Delaware. In the Innovation Space’s entrepreneurial ecosystem, scientists, business leaders, community members, investors, and service providers in industrial biotech, advanced materials, chemical ingredients, renewable energy, nutrition, and healthcare fields build business concepts together and accelerate the path to commercialization.

CONTEXT OF THE JOB:
Under the direction of the Innovation Space’s Director of Learning Experience, the Program Specialist will support strategy and operations for Innovation Space programs. Responsibilities include engaging and managing our volunteer Startup Mentor community to support the Innovation Space’s startup portfolio. The role also involves planning, coordinating, and facilitating the Innovation Space’s monthly Spark Factory pitch and mentoring event. Responsibilities may also include planning and operational support for additional programming and events.

MAJOR RESPONSIBILITIES:

Spark Factory Leadership
Work with the Director of Learning Experience to plan and manage monthly Spark Factory pitch and mentoring events, including startup outreach, application processes and onboarding, pre and post-event logistics, and communication.

Startup Mentor Engagement
Work with the Director of Learning Experience to plan and manage engagement for the Startup Mentor volunteer community, including engagement strategy, communication, and operations for mentor events and other volunteer opportunities.

Communication and Scheduling
Work with the Director of Learning Experience to coordinate communication strategy and support scheduling for program meetings and coaching conversations.

Other Items
Assist with other programs and projects as requested by the Director of Learning Experience.
EDUCATION, EXPERIENCE, AND ABILITIES:

- An enthusiasm for innovation and interest in the world of startups.
- Experience with or interest in community or network building.
- Experience with or interest in engaging startup founders and C-Suite level business leaders.
- 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.

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

To Apply:
Please submit resume and cover letter via email to Hattie Duplechain at hattie@innovationspace.org. Include “Program Specialist – Spark Factory Role” in the subject line of the email.

Employment offers are conditional upon the 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