Program Specialist – Delaware Innovation Space (Remote/Virtual)

Delaware Innovation Space seeks applicants for an exciting and challenging part-time position to support the operations of our business building suite of programs. The position requires up to 30 hours per week, and the hourly rate will be between $25-$35/hr, commensurate with relevant experience.

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 innovation 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 Program Manager, the Program Specialist will support the suite of business building programs offered by the Innovation Space. The responsibilities include planning, coordinating, and facilitating operations for components of programs such as the 12-week online Science Inc. program and the concluding Demo Day event for investors and/or our monthly Spark Factory mentoring program and events.

Additionally, the Program Specialist will be responsible for managing the communication between startup companies, EIRs, startup mentors, etc., in order to coordinate coaching, participant networking, and program operations.

MAJOR RESPONSIBILITIES:

- Plan and manage program operations for business building programs of the Innovation Space including components of Science Inc., a 12-week virtual program designed to help early-stage science startups accelerate progress toward critical business milestones.

- Coordinate accelerator cohort communication and support coordination for program meetings and coaching conversations.

- Be a strong advocate for flawless program operations and driving a good return on investment for client and volunteer time and engagement.

- Assist in collection and organization of performance data and metrics to guide program improvement and impact assessment.

- Collaborate with other DISI team in support of program operations and events as assigned by the CEO of the Delaware Innovation Space.
EDUCATION, EXPERIENCE, AND CAPABILITIES:

• Bachelor’s degree with at least 2 years of experience in supporting programs operations.
• Strong computer skills, knowledge and experience with video conference platforms, CRM tools and databases, social media platforms, Microsoft Office, and ease in learning and using new databases and online systems.
• An enthusiasm for changing the world with science-based innovation and interest in the world of startups and entrepreneurship.
• 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.
• Experience effectively with a team from a remote position.
• Experience building and/or managing online and virtual programs.
• 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 and programs for the Delaware Innovation Space are held on Eastern US time zone.

To apply, please send your resume, references and a cover letter, to Hattie Duplechain at hattie@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