



Lausanne



Geneva

We're hiring a program associate & startup supporter

INTERNSHIP (80-100%) WITH POSSIBILITY TO CDI

DEADLINE EXTENSION – JUNE 30TH

IMPACT HUB

Impact Hub is the largest entrepreneurship and innovation community in Switzerland with +1.000 members spread across 6 locations in Switzerland (Zurich, Bern, Geneva, Lausanne, Basel and soon Lugano) and 100 Impact Hubs worldwide (i.e., +15.000 members globally). At its core, Impact Hub is a community of creators building a radically collaborative world that works for all it's people as well as the planet.

Based at the heart of both cities [Impact Hub Geneva](#) and [Impact Hub Lausanne](#) are the 'home' for entrepreneurs, innovators, intrapreneurs, organisations, and everyone who is committed to turning ideas into action and moving from intention to impact. We offer access to workspace, to inspiring learning events, innovation & incubation programs and to a worldwide community of changemakers through our global Impact Hub network (www.impacthub.net).

THE POSITION

We are looking for an exceptional individual to join us as a *'Program Associate & startup supporter'* at Impact Hub Geneva & Lausanne and work in fostering impact-driven entrepreneurship in Switzerland. Working mostly from our space in Lausanne, you will support our startup team in the design and implementation of our [incubation and acceleration programs](#) as well as other capacity-building activities (workshops, expert sessions, creation of mentor pools, etc.) for our community of entrepreneurs. This person will work closely with our Community Catalysts in order to map and strengthen our community of tech entrepreneurs and experts.

WHAT YOU WILL DO

Main responsibilities include:

- Manage projects / programs from A-Z
 - Designing & planning the project activities
 - Scouting entrepreneurs and startups to join the program
 - Communicating about the program across digital channels
 - Manage relationships with program partners and participants
 - Track budget, participant progress, analyse data and create reports
 - Document work and learnings during the program and share it with the team
- Design, facilitate and coordinate the logistics of events, masterclasses, and workshops
- Map, connect and establish relationships with potential partners
- Identify and implement new capacity-building activities in line with our member's needs

Main benefits are:

- Work in a highly entrepreneurial and dynamic environment with room for autonomy and self-expression
- Network and connect with important players and actors in the Swiss impact-driven entrepreneurial scene
- Develop your skills and competences in entrepreneurship, innovation and program management
- Enjoy working with like-minded people who share the same vision and values as you



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WHO ARE YOU

We are looking for:

- Passionate about entrepreneurship, innovation and good knowledge of trends and actors in Switzerland
- Previous experience with running and coordinating projects/programs
- Enjoying challenges of joining a young startup and are aware of what this entails (both the pros and cons)
- Hands on approach to problem solving and able to see new, creative ways around obstacles
- Capacity to make things happen under pressure and in very short periods of time
- Autonomous, reliable and able to manage own time and prioritise accordingly
- Very good communication and interpersonal skills 1-1 and in public
- Fluency in written and spoken English and French

On top we valorize:

- Extensive network of contacts in the tech, innovation and startup world in 'Suisse Romande'
- Interest and previous experience in facilitating workshops and hosting events
- Previous experience on scouting startups for incubators and accelerators

KEY INFORMATION

- **Contract term:** 80-100%
- **Duration:** 3-6 months internship (open to discussion) with possibility to CDI with new salary
- **Salary:** CHF 1'500/month
- **Swiss working permit required**
- **Location:** Lausanne
- **Deadline:** June 30th
- **Interviews:** June 24th - July 12th
- **Starting date:** August 5st

HOW TO APPLY

Please send an **email** to jose.silva@impacthub.ch with the subject line "**Program Associate & Startup Supporter**" before **June 30th**, incl. the following documents: **CV** plus a **2 min video** (in French) explaining why you choose Impact Hub Geneva and Lausanne and why you should be the one selected.