



## **University City Science Center Job Posting: Program Associate, Venture Café, Philadelphia**

Venture Café powered by Quorum is slated to become Philadelphia's largest weekly gathering for the innovation, entrepreneur and startup ecosystem. The Program Associate, Venture Café Philadelphia will work in tandem with the Program Manager, VP Ecosystem Development and the Quorum team to convene, catalyze connections and help grow Philadelphia's innovation and entrepreneurship communities. The Program Associate, Venture Café Philadelphia will help position Venture Café powered by Quorum as a valuable neutral player in the local ecosystem. The Program Associate, Venture Café Philadelphia will become a leader in Greater Philadelphia's innovation community, helping Philadelphia maintain itself among the top US cities as a hub for startups.

The Program Associate, Venture Café Philadelphia will be responsible for managing end-to-end logistics for Venture Café powered by Quorum, a weekly event that regularly convenes members of the innovation community in an inclusive and open way. This event strives to complement, not substitute or compete with, other existing innovation community gatherings in Philadelphia and at Quorum. Venture Café powered by Quorum includes a social gathering to create opportunities for serendipitous encounters as well as structured conversations and events (seminars, info sessions, roundtables, etc.).

Through strategic and inclusive partnership development the Program Associate, Venture Café Philadelphia will work closely with the Program Manager to organize the weekly event including scheduling presenters for panel discussions, workshops, info sessions, office hours and roundtables as well as being the primary contact for volunteer staffing. The Program Associate will regularly coordinate and schedule volunteer staff appreciation activities.

The Program Associate, Venture Café Philadelphia may also work with the Program Manager and members of the Quorum team and the broader community to organize regular and special events that help promote Venture Café to the broader ecosystem.

Venture Café powered by Quorum is part of the broader [Venture Café Global Network](#) which has a presence in six locations in the US and internationally. This role will closely collaborate with other Program Managers, Associates, and Coordinators across the network, with ongoing opportunities to share and exchange innovative ideas that serve the innovation community.

The Program Associate, Venture Café Philadelphia has internal contacts with the entire administrative staff, Ecosystem Development Team, Marketing/Community Engagement team, and program managers, and external contact with business partners, government agencies and the community. The

Program Associate, Venture Café Philadelphia is expected to work autonomously at times and exercise independent judgement. This position has access to sensitive UCSC and some start-up company information and is expected to handle such information with integrity and professionalism. This position may have contact with the media, industry partners, local government officials, and members of the community and is expected to represent UCSC in a professional manner.

The Program Associate, Venture Café Philadelphia will report to the Program Manager, Venture Café Philadelphia and is expected to participate in department/company activities as necessary

The successful candidate will have 2-4 years of experience in event management. Program development is a plus. A BA/BS degree from an accredited college or university is required. An advanced degree is welcome.

The Science Center offers a comprehensive employee benefit package which includes Medical, Dental, Short and Long-Term Disability, Flexible Spending, Life Insurance and 403(b) with a significant company match.

### **We are an Equal Opportunity Employer**

Interested candidates should forward a resume along with salary requirements to: Human Resources, University City Science Center 3711 Market Street, Suite 800 Philadelphia, PA 19104 or email [resumes@sciencecenter.org](mailto:resumes@sciencecenter.org).

### **About the Science Center**

Located in the heart of uCity Square, the Science Center is a mission-driven nonprofit organization that catalyzes and connects innovation to entrepreneurship and technology commercialization. For 50+ years, the Science Center has supported startups, research, and economic development in the life sciences, healthcare, physical sciences, and emerging technology sectors. As a result, graduate firms and current residents of the Science Center's incubator support one out of every 100 jobs in the Greater Philadelphia region and drive \$13 billion in economic activity in the region annually. By providing resources and programming for any stage of a business's lifecycle, the Science Center helps scientists, entrepreneurs and innovators take their concepts from idea to IPO – and beyond. For more information about the Science Center, go to [www.sciencecenter.org](http://www.sciencecenter.org)