



University City Science Center Job Posting: Program and Community Engagement Associate, Venture Café

The Program and Community Engagement Associate at Venture Café Philadelphia will work closely with the Venture Cafe team, especially the Venture Cafe Executive Director and Venture Cafe Program Manager and Experience Designer, to connect innovators, amplify partners who are building Philadelphia's ecosystem, and execute experiences every Thursday that build deeper connections among attendees.

The Program and Community Engagement Associate will lead the Venture Cafe ambassador program that serves as the fabric of the Thursday Gathering. In this role, the Associate will work to craft and maintain various ambassador roles that power each Thursday. Key to this position is someone who excels at building culture, fostering community, and enjoys working with diverse stakeholders.

The Program and Community Engagement Associate will also manage weekly event operations and have a critical role in programming, including collaborating closely with the Program Manager and Experience Designer to liaise with speakers and/or demo table leaders, produce activations, and office hours. The Associate will work with the VC team to plan and produce the weekly gathering which necessitates an attention to detail as well as a flexible mindset in fast-paced setting. This position requires working after regular business hours every Thursday evening.

The Program and Community Engagement Associate, Venture Café Philadelphia is a key member of the University City Science Center's (UCSC) Ecosystem Development team and will report to the Program Manager and Experience Designer, Venture Café Philadelphia. The Associate will work with the members of the Marketing and Quorum teams and the community to organize regular and special events that help promote Venture Café and the Science Center to the broader ecosystem. Venture Café Philadelphia is part of the Venture Café Global network and the Associate will be expected to regularly interact with members of the global organization.

Key responsibilities of this role include:

- Manage end-to-end event logistics (pre-event, onsite logistics and post-event) for weekly Thursday gatherings and for all other VC events.
- Lead and implement the ambassador program, a volunteer corps that will help the day-to-day operations of the VC programs.
- Advance the mission of Venture Café to enhance and grow Philadelphia's innovation community by working to make it more diverse, inclusive, accessible and better connected.

- Contribute to programming ideas/implementation; actively engage in event content planning.
- Actively participate in the iteration and improvement of event processes and guidelines.
- Communicate with programming partners, speakers and sponsoring organization to plan the scope and format of sessions and to convey procedures, event timeline, and post-event assessments. As a key member of the VC team, communicate the philosophy of VC and the parameters of hosting sessions at VC.
- Work closely with marketing team to ensure that weekly marketing communication activities are executed.
- Manage and curate information and demonstration tables as a core part of the Thursday gathering experience.
- Conduct post-event analysis to understand how events can be improved in the future and recommend future speakers/topics/formats for inclusion.
- Detail post-event metrics for SC and VC Global organizations.
- Regularly interact with external vendors, stakeholders and partners.

The successful candidate will have 2-4 years of community organizing or event management experience. A BA/BS degree from an accredited college or university, or equivalent work experience, is required. Program Development is a plus.

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 and salary requirements to: Human Resources, University City Science Center 3675 Market Street, Suite 400 Philadelphia, PA 19104 or email 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