

Job Title	Program Associate
PVN ID	LA-1903-002990
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	NYDesigns
Status	Full Time
Annual Salary	\$58,500.00
Hour(s) a Week	35
Closing Date	Nov 20, 2019 (Or Until Filled)

General Description

Founded in 2006, NYDesigns is dedicated to the success of design and hardware tech startups in NYC. Companies in our incubator get three years of private studio space and access to a network of mentors and advisers. Makers can prototype their design ideas in our safe, secure, 5,000-sq-ft fabrication lab. We produce events and programs for a thriving community of creators and innovators. We are a program of LaGuardia Community College / CUNY.

NYDesigns seeks a Program Associate to develop and manage programming for our business incubation and acceleration activities, coordinate space use and events, and help plan and execute marketing initiatives. A key member of NYDesigns' team, the Program Associate will provide the management team with critical information to support the development of strategic goals and initiatives.

Key Responsibilities

Program Support:

- Coordinate activities around the core incubation program and accelerator programs including Strategists in Residence and advisors/mentors work.
- Collect residents and clients programming performance and feedback data.
- Drafts activity reports for grant funders, LaGuardia management and marketing purposes.
- Coordinate programming on-boarding and off-boarding of clients and during the duration of residency / service.
- Participate in the creation of programming and events to serve the wider NYDesigns community.

Space and Event Management:

- Coordinate space use for NYDesigns residents and partners, as well as some of LaGuardia's other programs and departments.
- Coordinate logistics for on-site and off-site events to ensure smooth functioning of activities, including coordinating schedules, identifying vendors, and placing orders for supplies and services.

- Coordinate and disseminate all internal and external event materials (e.g., invitations, space signage, sign-in materials) with guidance from the team.
- Coordinate registration process and act as contact person for attendees.
- Keep a complete inventory of equipment and furniture.
- Coordinate facilities maintenance tasks, interfacing with building and grounds as needed, with Operations Associate.

Other Duties

Marketing:

- Create newsletter and community directed communications.
- Source content for newsletter and social media.
- Manage website content and oversee social media posts and interaction.
- Optimize marketing email addresses collection and use.
- Support marketing initiatives and activity as needed.

Qualifications

- Bachelor's degree, preferably with coursework in business administration, program management, marketing, and/or entrepreneurship
- 2-5 years of experience in a programming and/or marketing role
- Excellent written, verbal, and interpersonal communication skills to develop and maintain client relationships
- Excellent organizational skills with the ability to manage multiple projects at once and handle complex situations
- Meticulous attention to detail and problem-solving ability
- Proficiency in MS Office and Gsuite
- Grant-writing experience a plus