

Job Title	Program Associate
PVN ID	LA-2002-003555
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	Apr 27, 2020 (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 help develop and manage programs serving entrepreneurs and makers of diverse background, coordinate space use and events, and help plan and execute marketing initiatives. A key member of NYDesigns' team, the Program Associate will participate in the development of strategic goals and initiatives.

Program Support

- Coordinate activities around our core long-term incubation program and our accelerator programs including Strategists in Residence and advisors and mentors work.
- Collect residents and clients programming performance and feedback data.
- Drafts activity reports for grant funders, the college 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.
- Facilitate events and programming activities as needed.

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.

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
- 3+ years of experience in a programming role in a startup accelerator or innovation program
- Excellent written, verbal, and interpersonal communication skills to develop and maintain client relationships as well as promotional content
- Excellent organizational skills with the ability to manage multiple projects at once and handle complex situations
- A self-starter with meticulous attention to detail and problem-solving ability
- Knowledge of social media practices and management tools
- Proficiency in MS Office and Gsuite
- A dense network in the NYC entrepreneurship ecosystem is a plus