

MassChallenge is a global startup accelerator with programs running in Boston, Texas, London, Lausanne, Jerusalem and Mexico City. We are recognized by Forbes as one of the top ten accelerators in the world. We put startups at the center of everything we do and are a not-for-profit organization. Together with our industry partners, we provide outstanding support to a few hundred of carefully selected startups each year. Founded in 2016 in Renens, MassChallenge Switzerland is seeking an experienced entrepreneur to join us as

## Events & Community Coordinator (Internship)

### Your Mission

You will be supporting our Program Manager during the startup acceleration period. We offer a comprehensive series of events to our partners, startups and experts. Working closely with the various parties involved, the startups and the MassChallenge team, you will mainly provide the practical and logistical support to the delivery of the events and curriculum alike.

- Start Date: May to October 2020 – at 100%
- Paid Internship

### Tasks and Key Responsibilities

#### *Event*

- Under the supervision & cooperation from our Program Manager, engage with all parties involved to coordinate and support the execution of events.
- Take care of all necessary preparations prior to any event (logistics, name tags, indications on how to reach the venue, check-in, venue set up, check technical aspects, get all presentations beforehand etc.).
- Support the Program Manager in contacting existing and new catering services, negotiating orders and coordinating delivery.
- Support the Program Manager in the conceptualization, coordination and execution of all major events.
- Take full responsibility and ownership of certain events and their organization during the accelerator.
- Support in the execution of the curriculum throughout the Accelerator.

#### *Community*

- Create a sense of community within the accelerator by creating friendly relationships with the Startups and through the organization of informal events.
- Boost brand awareness via planned or spontaneous events.
- Be responsive to the instant messaging group (WhatsApp Group) and promote any upcoming event or curriculum session of the week via our different social media channels.
- Support the Marketing & Communication and Program Manager with content creation for various important program communications and events.
- Responsible for maintaining the office space clean and be in touch with the concierge in case of any building floor related issues.

*Desired Skills & Background*

- Genuine interest for entrepreneurship
  - Experience and willingness to work in a startup environment
  - Experience in organizing events
  - Attention to detail and ability to multitask
  - Well-versed with Microsoft Office, any other software a plus (E.g. InDesign)
  - Excellent command of English with good verbal and written communications skills both in English and in French. Any other language a plus.
  - Outstanding interpersonal skills
  - Outgoing personality and knows when to enjoy a beer with friends and colleagues
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**How to Apply**

Appealing? Please submit your CV by email to [thoffmann@masschallenge.org](mailto:thoffmann@masschallenge.org), putting the title of the job as subject. And a few sentences about yourself and why you are applying.