



Massachusetts Institute of Technology
Sloan School of Management
The MIT Entrepreneurship Center

Room E40-196
One Amherst Street
Cambridge, MA 02142-1352

Telephone: (617) 253-8653
Facsimile: (617) 253-8633
Email: ecenter@mit.edu

AREA

MIT ENTREPRENEURSHIP CENTER

POSITION

PROGRAM COORDINATOR

JOB DESCRIPTION

BASIC FUNCTIONS AND RESPONSIBILITY

Work with Managing Director and Program Manager to help build and sustain the MIT Entrepreneurship Center's programs, events, publications, alumni outreach, networking and sponsor/donor relationship activities, and help support their fundraising and collection activities.

Help promote the spirit of high tech entrepreneurship at MIT and foster a sense of pride in being connected with the Institute in all activities, including:

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Community Building

Support and promote the MIT Entrepreneurship Center's community building, networking, events, and public relations efforts within the MIT Sloan School, and both inside and outside of the MIT community, through press releases and public outreach.

Event Planning, Organization, and Execution:

Help develop and execute of various programs, including but not limited to, Entrepreneurship Development Program (EDP), Carroll L. Wilson and Patrick J. McGovern Awards, Gala Networking Reception (London, UK), and Celebrations of Biotechnology in Kendall Square, Cambridge (UK), Scotland, and other future events to be determined.

Marketing:

Support, develop, and maintain strategic marketing and communications activities of the MIT Entrepreneurship Center. In particular, track prospective candidates and help to sell EDP.

Public Relations:

Manage relationships and communications with Corporate and Events Donors.

Information Management:

As with all MIT Entrepreneurship Center Staff, collaborate with Web Database Communications Specialist to ensure accurate and up-to-date contacts database and website content, bulletin board, and PowerPoint presentations.



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MINIMUM QUALIFICATIONS

Bachelor's degree required. Familiarity with academic institutions and/or new venture creation is highly desirable. An understanding of marketing, event planning, PR, and or donor/sponsor relations is a must. Prefer at least 1-2 other languages in addition to perfect English.

Extremely organized, high energy, affable, creative, self-starting person, able to work both independently and with a large and changing team of faculty, practitioners, entrepreneurs, students and student team leaders. Should have a strong bias toward action. May work nights and a few weekends. Excellent supervisory and interpersonal skills. Knowledge of standard office software packages, e.g., MS Office and Access, Powerpoint, Filemaker Pro, Eudora, Adobe Photoshop, Dreamweaver, Pagemaker, and advanced Internet applications is required. Good communications and presentation skills. Ability to relate well to faculty, senior executives and entrepreneurs. Good judgment, tact and discretion in dealing with sensitive and confidential material. Ability to work under pressure of time, multiple simultaneous demands, and multiple constituencies. Meticulous, sharing, collegial.

PLEASE SEND YOUR RESUME AND COVER LETTER TO GRACIE ALCID at alcid@mit.edu.