

Position: Program Associate	Domain: Startup Incubation	Person:
POC's Position: Program Manager	POC:	Date:
PURPOSE		
<p>We are looking for a Program Associate with upto 1 year of work experience, ideally in an incubation center to cater and coordinate learning and development, mentoring and curriculum needs of startups.</p> <p>This candidate shall be assisting the community department with their day-to-day operations which includes and are not limited to lining up startups for official visits by investors, international and local partners, or startup ecosystem players. Our selected candidate shall coordinate inhouse community events for startups (pitch perfect, hackathons etc) and shall also collect data from startups for reporting purposes</p> <p>If you are hungry to learn, a go getter, an idea maker, inspiration finder and you are passionate about working at the National Incubation Center to uplift the startup ecosystem of Pakistan, join us.</p>		
MINIMUM REQUIREMENTS		
Education & Relevant Experience:	<ul style="list-style-type: none"> - Bachelors or at-least 16 years of education from any recognized university of Pakistan - 2+ years of experience in entrepreneurial ecosystem in any capacity. However, working directly with startups shall be an advantage. - Ability to compile data, write startup report. 	
Functional Knowledge		Core Competencies
		Team player
		Report writing
		Energetic and Positive
		Data collection
		Good writing & communication skills
		Logical thinking
		Event coordination
		Resourcefulness
		Startup coordination
REQUIREMENTS AND AREAS OF RESPONSIBILITY		
1	Assist community manager in data collection for reporting	
2	Manage and ensure startups presence during official visits by local and international partners, delegates, and investors	
3	Coordination with startups for data collection and ensuring their presence in events, visits	
4	Coordinate and ensure attendance of startups during curriculum and mentoring sessions	
5	Align team members from all departments to provide domain specific support for startups, as/when required	
6	Regularly track and get insights for startup's progress	
7	Excellent written and verbal communication skills a plus	