

## Program Manager at Kickstart Innovation - the leading brand in building innovation ecosystems in Europe

We are passionate about collaboration! In the industries of Education, Finance, Food, Health and Smart City, we uniquely gather Switzerland's forward-thinking corporations, banks, cities, foundations and universities with global tech startups. What are we proud of? Since 2016 we enabled 120+ concrete PoCs and over 100 partnerships for joint pilot projects through our annual open innovation platform.

### Opportunity

We are looking for an engaged person to develop the innovation program with us and be part of the program team. You will work with Focus Area Leads, partners and startups of assigned focus areas. An integral part of your role is to take care of overall tasks related to, among others, events, program content and research activities.

- Assist in communication towards program stakeholders and create documents such as slide decks, booklets etc.
- Event logistics for the main (e.g. Opening, Closing) and smaller events (e.g. workshops)
- Take part in tasks related to marketing and social media activities
- Team up with other Program Managers to jointly deliver a great experience
- Focus on EdTech & New Work of HealthTech, Ops/Admin, Events and other various projects

### We are looking for

- a hands-on person with excellent time management skills and the ability to prioritize work
- a sincere team player with attention to details and ability to manage multiple, parallel projects to deadline
- an experienced project manager and event coordinator
- proficiency in MS Office (Excel and PowerPoint), Google Platforms
- fluent in English, German and (passive) Swiss German is a plus

### Our offer

- The opportunity to shape Switzerland as a home for innovation with a purpose
- To work alongside pioneers from Swiss industry, government, academia, foundations and global tech startups
- Be part of a fast-growing and dedicated team that is united around our mission
- Many learning opportunities and the chance to develop your career with Kickstart
- Flexible working location and schedule
- Transparent company pay structure, flat team structure and wider benefit scheme

Please apply [here](#).