



We're hiring a **Program Associate** to join our team!

We are looking for a highly motivated and dynamic graduate student/professional, passionate about entrepreneurship and impact, to join the Impact Hub Geneva team as a Program Associate for Accelerate2030. This is a 6 month position at 80-100%, with the possibility of extension.

About Us

Impact Hub Geneva

Situated in the heart of the city, [Impact Hub Geneva](#) provides a home to visionaries, innovators and entrepreneurs coming together to prototype new models for a sustainable and inclusive society. We offer access to an inspiring workspace, a vibrant learning community, innovation and acceleration programs, exciting events and expert workshops and trainings. We are part of the largest global innovation network worldwide with over 17'000+ members in 100+ Impact Hubs worldwide.

Accelerate2030 is the world's leading program supporting entrepreneurs from developing and emerging markets to scale their solutions for the Sustainable Development Goals (SDGs). We leverage the strengths and reach of the global Impact Hub network, United Nations organizations, corporates, investors and expert partners to scale entrepreneurial innovations while contributing to a shift towards a more sustainable economy. Learn more about the program through [our website](#) and our latest [Impact Report](#).

Role Overview

Roles and responsibilities include:

- **Events: Logistics, coordination and event management (30-80%, varies by month):**
 - Planning and managing the logistics of Global Scaling Week in Geneva, where Accelerate2030 entrepreneurs come to Geneva during Building Bridges week in early October 2022. Tasks include booking accommodation, transportation, catering, preparing visa letters, event planning and logistics, etc.
 - Support in organizing online events throughout the year (e.g. Global Goals Week, SDG Global Festival of Action).
- **Project coordination: Blockchain for impact ventures (20%)**
 - Work on a new Accelerate2030 project focused on blockchain for impact ventures, including coordinating with A2030 program managers in various countries and surveying entrepreneurs about their blockchain knowledge and needs.
 - Support in planning and designing a blockchain themed event with Accelerate2030 entrepreneurs.
- **Fundraising, admin & support (10 - 20%):**
 - Support in processing program finances, including sending and receiving invoices, basic cost and revenue tracking, and liaising with the Impact Hub Geneva accounting team.
 - Donor research, scanning databases for fundraising opportunities and proposal writing.
 - Data collection and analysis for program monitoring and evaluation.



Main benefits are:

- Work in a highly international, entrepreneurial, and dynamic environment with room for creativity and growth
- Develop your skills and competencies in social entrepreneurship and innovation, program operations, coordination and event planning and logistics
- Exposure to inspiring impact-driven entrepreneurs from across the globe
- Network and connect with important players and actors in the global social entrepreneurship ecosystem, including UN agencies and corporate partners
- Enjoy working with a passionate, mission-driven team
- Flexible, hybrid working arrangements

We are looking for:

- Minimum 1-2 years of work experience, preferably on some of the following topics: entrepreneurship, innovation, sustainable development, SDGs, blockchain, project management, event management, logistics and coordination, admin
- Strong written and oral communication skills in English – French fluency is a plus, but not required
- Excellent time management and organization skills and the ability to prioritize work in a sometimes ambiguous and fast paced environment
- Works well in a team, but can also work independently and autonomously without much supervision
- Ability to adapt to different working styles within the team (structured and organized vs. visionary and spontaneous)
- Solution-oriented and proactive, sees problems and bumps as challenges/opportunities and focuses on creative solutions
- Adapts and learns quickly in a fast paced environment

Key information

- **Contract term:** 80-100% (somewhat flexible, to be agreed upon - please note your preferred maximum working percentage in your cover letter)
- **Duration:** 6 months: July - December 2022 (possibility of extension)
- **Salary:** 1500 CHF at 100% (prorated based on agreed working %)
- **Swiss work permit required:** Impact Hub Geneva cannot support international applicants in acquiring a work permit
- **Location:** Geneva (Hybrid)
- **Starting date:** Early July, 2022
- **Application deadline:** Apply by **Sunday, 19 June** end of day. Interviews will be scheduled in the final weeks of June with the intent to hire and onboard by early July.

How to apply

To apply, send us your:

- CV/Resume
- A brief cover letter - *be sure to note your preferred working percentage (80-100%) throughout the contract period: July - December 2022*
- A simple, short (2-3 minute) video introducing yourself, your interest in the role, and 3 main strengths that you can bring the Accelerate2030 team

Send a full application to ljupka.mitrinovska@impacthub.ch and mala.henriques@impacthub.ch with the subject line "Accelerate2030 Program Associate."