

Innovation Mission Punjab

Program Coordinator

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Program Coordinator, IMPunjab will work with the Acceleration team, Venture Programs and the Director in the planning and implementation of all programs and administrative systems to accelerate growth for all participating startups.

This role is responsible for the administrative duties and operational execution throughout the duration of the programs and events. Logistics experience as well as familiarity with the early stage venture backed company ecosystem is preferred. A willingness to learn and comfort tackling new problems is a must.

About the Mission

The Innovation Mission Punjab was conceptualised in 2020 as one of the key recommendations of the Group of Experts under the chairmanship of Former Deputy Chairperson, Planning Commission, Montek Singh Ahluwalia. The Mission is being led by Pramod Bhasin (Founder and former President, Genpact, Founder Asha Impact, Chairman Clix Capital and ICRIER) with the support of senior business leaders, successful entrepreneurs and marquee investors. It is a private sector-led initiative with strong government backing to provide curated support to startups and spur entrepreneurial activity in Punjab. The Mission will provide entrepreneurs access to a global pool of mentors and investors, market access, and acceleration support through three key levers.

- The first, a Pollinator, to host start-up focused events across cities in Punjab to stimulate an entrepreneurial mindset and bring key stakeholders - industry, academia, investors and government - to support start-ups. It will also deeply engage with the diaspora and enable them to contribute their time and capital to support innovation in the State.
- The second lever will be an - Accelerator- to help scale start-ups globally through curated mentorship, market access and investor connects.
- The third will be an INR 150Cr Innovation Fund to support early-growth stage entrepreneurs in the State. The fund will be steered by marquee investors with global repute.

The vision is to build Punjab into one of the top innovation ecosystems in the country by providing the right building blocks to support dynamic entrepreneurs. The Mission will create high-value jobs, drive creative solutions to solve socio-economic problems, put Punjab on the radar of investors and bring new products/concepts to the market and drive sustained economic growth.

Duties And Responsibilities

- Support the development and manage the logistics related to programming for target entrepreneur groups to include speakers, workshops, structured programs, and networking events.
- Execute real time and end of program surveys to capture satisfaction with programming/mentors.
- Record, report and curate all activities
- Coordinate the advisor/mentor program, including support for the in-house Entrepreneurs-in-Residence (EiR) team.
- Be the lead on all program calendar
- Engage with IMPunjab founders and plan activities, meetings and events that drive them toward success
- Handle the logistics of having a hybrid / online program. Ensure sessions are broadcasted and recorded for virtual participants.
- Coordinate the scheduling of mentors, corporate partners, founders, and sponsors visits
- Follow best practices and execute upon outlined content and curriculum of the program
- Event planning
- Represent IMPunjabunjab in the local community, both actively and passively

What We Look For :

- 3-4 years in fast-paced project or program management focused position preferred
- Strong interest in the discourse around technology, startups, entrepreneurship, venture capital
- Proven attention to detail through prior work or life experience
- Experience in event planning and event logistics
- Comfortable with a variety of responsibilities
- Comfortable with a minimal amount of direction but high expectations
- Fits the startup culture (people-oriented, adaptable, supportive, creative)
- Bachelor's Degree from an accredited college or university

Location:

Chandigarh/ Mohali

Compensation:

Dependent on relevant experience and background. Highly competitive with similar roles.

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