**POSITION VACANT**

**Part-Time Events & Administration Coordinator**

**$30/hour at 20 hours/week | hybrid arrangement**

InnoVenture Iowa requires assistance in high-level administration and event coordination for many of our top-of-funnel, pipeline development, and brand building efforts. This role would include tasks such as:

* Research and update the blog weekly with guest and staff contributions
* Schedule guests and generate topics + lists of questions for the Iowa Tech Podcast, Seasons 1 and 2
* Develop a budget for and organize events & other initiatives within the startup community
* Support our fundraising efforts for the InnoVenture Challenge by generating excitement for this year’s event, scheduling meetings with our Investment Director and organizing “office hours” with the SBDC and other key partners
* Create and oversee portfolio founder meetups and social events
* Assist in the production of monthly portfolio founder e-newsletter and quarterly State of the Fund e-newsletter
* Attend all InnoVenture Iowa panel presentations and workshops, take photos, post to all social media channels and ensure the timely follow up of attendees, including:
	+ updating mailing list via Hubspot
	+ arranging meetings where appropriate
	+ emailing further information to attendees
	+ sending out and collating post-event feedback surveys
	+ review all vendor invoices
* Strengthen our vendor and sponsor relationships with co-branded spotlights on the website and social media accounts
* Post regularly to our social media accounts, respond to messages/inquiries
* Assist the team in hosting the InnoVenture Challenge event on December 5, 2024
* Support team in executing against the Program goals for the fund in 2024-25

Send your application to: safiya@innoventureiowa.com or email with any questions.