

Venture Center

-- Seeding Tomorrow's Enterprises Today --

Job Opening: Outreach Programme Assistant

The Venture Center is a technology business incubator specializing in technology enterprises offering products and services exploiting scientific expertise in the areas of materials, chemicals and biological sciences & engineering. Venture Center strives to nucleate and nurture technology and knowledge-based enterprises by leveraging the scientific and engineering competencies of the institutions in the Pune region in India. The Venture Center is the trademark of Entrepreneurship Development Center, a not-for-profit company, based in Pune.

The Science Outreach programme aims at conveying the excitement of science and technology to school students. The programme is currently coordinated by Venture Center and NCL scientists. We are looking for people who can expand the current programme and maximize the reach of this programme.

Required profile of candidate: The assistant will be responsible for the running of the Outreach programme. This will involve all the organization for the talks at Venture Center, and at local schools. Therefore, the assistant will need to travel to local PMC/PCMC schools to liaise with the school authorities, and also to set up the talks for the speakers. The assistant needs to have good computer/e-skills. Good language skills (English, Hindi and preferably also Marathi) are essential. This position also requires interactions with people – therefore, good people skills are required.

Other criteria - Graduate (preferably Science). Person should be pro-active, enthusiastic, hard working with strong work ethics. Willingness to imbibe the work culture of the Venture Center, high levels of ethical conduct, humility and willingness to learn essential.

Detailed job responsibilities: The following list indicates a range of anticipated job responsibilities:

Categories	Responsibilities
Event Management	Co-coordinating with speakers, travel arrangements, travel reimbursements
	Student registration
	Mailing lists –students, schools, speakers, press
	AV, experimental set-up, other material (stationery for talks)
	Photos
	Maintaining a calendar of events
	Banners, posters, publicity material
	Mementos for speakers etc
	Organizing refreshments at talks
	Setting up talks schedule
	Other Pre-talk arrangements like visiting venue/school etc
Raising funds	Preparing and dispatching donation receipts
	Maintaining mailing lists – donors
	Assist in writing proposals for funds
Providing information, marketing/press releases	Speaking to parents/teachers at events
	Preparing press releases
Liaising with schools	Speaking to school admin/teachers
	Mailing lists, communication
	Prepare and maintain database – students, schools, school staff
	Arranging for kits for students <ul style="list-style-type: none">○ Quotations, negotiate with suppliers○ Design material○ Distribution

	o Maintaining stock
Maintaining website	Updating calendar on the website
	Announcements
	Uploading talks/ppts/photos
	Conversion from ppt to pdf
Others	Other tasks as requested from time to time by the Outreach Programme Coordinator

Reporting officer: Outreach Program Coordinator

Working hours: 9-5.30 pm, Monday –Saturday; Full hrs: 48/wk excluding 30 min lunch-break every day. Outreach Talks are held on Sundays, once a month. Therefore the Assistant needs to be available on the morning of the Outreach lecture.

How to apply: Submit your resume via email to [hr\[at\]venturecenter.co.in](mailto:hr[at]venturecenter.co.in) expressing your interest in the job.