

WE'RE HIRING

JUNIOR STARTUP COORDINATOR (f/m/d) 80 – 100 %

As of September 2021, we're looking for a **Junior Startup Coordinator** to join our new and growing team of **Sitem Startup Club** in Bern.

This position might be for you if:

- You have a passion for **helping entrepreneurs succeed and connecting the right dots**;
- You are **execution-focused, detail-oriented and love problem-solving**;
- You have strong **coordination, communication and organizational skills**;
- You are **confident and have convincing presentation skills**.

Goals:

- **Create, implement and execute** entrepreneurship and acceleration activities;
- Developing and implementing **selection processes and partnership opportunities**.
- **Develop relationships with the ecosystem** including medtech and digital health startups, experts from industry & academia, investors, public institutions, and society;
- **Manage external stakeholders and partnerships**:

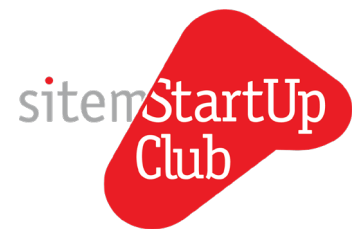
Job Description:

- Coordinating **startup applications and selection processes**;
- **Contributing to the design and organization of startup events of the SSC**, active participation in the community nurture;
- Methodologies: **develop and setup workflows and operational tools, develop new materials** to be used according to each strategic approach;

- **Close collaboration and secure alignment** with operations team, and other members of the organization, closely supporting the implementation of the development strategy of the Sitem StartUp Club
- Management of **activities required to support startups** during execution of the programs;
- **Recruiting and support mentors** for Sitem Startup Club and during the execution of the activities;
- Assisting in the **development of Medtech-Boost program**;
- Processes: **improving the acceleration processes** available for the support and implementation of any startup activity.

Skills, experience and attitude we are looking for:

- **Entrepreneurial spirit** or will to **get into the groove**;
- **Creativity** and **structured workflow**;
- Exceptional **organizational skills** and **hands-on mentality**;
- Strong **interpersonal skills and ability to build trust, create opportunities and new solutions**;
- Ability to **create initiatives** and follow them to completion;
- Academic qualifications: **Master's degree (business, finance, engineering or similar) +1 year of project management** (business management, marketing, operations) or related experience;
- **German and English** excellent verbal and written communication skills; French is a plus.



What's in it for you?

- an **interdisciplinary, dynamic environment** with **Startup-Spirit & Medtech-innovation** and an **exciting network**;
- **Unique career opportunity** to build a new startup hub;
- Great **initiatives** and projects;
- **A vibrant uprising co-working environment** in Bern, next to the Insel Campus Bern and 10 min. from Bern main station;
- **Salary commensurate** with experience;
- Possibility of **working partly remotely**.

About us:

The Sitem Startup Club (SSC) in Bern, newly founded in November 2020, offers startups in the MedTech sector access to consulting, coaching, potential investors and affordable coworking space in the newly emerging Sitem MedTech Hub (SMH). Well-known companies participate as partners in the SSC, with the aim of promoting startups in the MedTech sector and locating them in the canton of Bern. The SMH premises in the immediate vicinity of the Insel Campus Bern are currently being renovated and operations will start in the fall of 2021.

How to Apply:

We help scientists and innovators to become successful entrepreneurs and help foster Switzerland as an innovation hub worldwide.

Interested? Join us! Send your full electronic application to: jobs@ssc.swiss