

## MIT Job Description

<b>Job Title:</b> Program Coordinator	<b>Position Title:</b> Program Coordinator for Fellowships and Global Initiatives
<b>Reports to:</b> Director, Fellowships & Global Initiatives	<b>% Effort or Wkly Hrs:</b> 40hrs/week
<b>Department:</b> Legatum Center	

### Position Overview:

This is a full-time hybrid role with 80% on campus in Cambridge and 20% remote.

The Program Coordinator for Fellowships and Global Initiatives (“Coordinator”) will engage MIT students, student and professional fellows and program participants to help them realize their entrepreneurial ventures in developing countries as well as support new professional fellowship programs exposing these current and future entrepreneurial leaders from emerging markets to MIT’s innovation ecosystem. They will collaborate with the Fellowships and Global Initiatives Team including the Director for Fellowships and Global Initiatives (DFGI), to develop, coordinate and execute the team’s programs. In this highly visible role, the coordinator will serve as the liaison with MIT students, student and professional fellows and other program participants regarding activities, deliverables, and opportunities. They will also support all travel related functions of the programs and activities. They will contribute insights and expertise to department strategy, and provide recommendations to improve and enhance programs. They will act according to the mission and principles of operations of the Center.

### Principal Duties and Responsibilities (Essential Functions\*\*):

#### **Legatum Student Fellowship and other MIT student programs (40%)**

Supports the development, coordination, administration and implementation of student programs: the Legatum Student Fellowship and across MIT student programs. This includes:

#### **Student Fellowship (25%)**

- Serve as primary point of contact providing clear communication to the Student Fellows regarding all activities associated with the fellowship, including designing and delivering a weekly venture development resource communication for Student Fellows
- Create and maintain a virtual database of resources for Fellows and including templates, sample pitch decks, resource guides and complimentary start-up resources.
- Collaborate with the Director of Marketing & Stakeholder Engagement and the Center’s communication team to market the Student Fellowship on-campus and globally.
- Manage Student Fellows’ inquiries and concerns, determining which they can resolve and which need to be elevated to the appropriate team member/s, including advising them on resources across MIT, the Boston ecosystem and globally.
- Develop and execute a plan for community building activities for Student Fellows
- Oversee the logistics and details of annual Student Fellowship events, including but not limited to orientations, retreats, workshops, celebratory events, presentation sessions.
- Coordinate Student Fellows’ domestic and international travel, including ensuring compliance with MIT travel policies and procedures and managing relationships with travel agencies, and collecting and organizing relevant documents upon completion of travel.
- In conjunction with the Director of Finance and Administration, negotiate contracts and logistical details with hotels, caterers, and other vendors.
- Manage annual application processes, including participation in fellowship selection committees, providing input throughout the application and interview process.

### **Across MIT Student Programs (15%)**

- Design and execute programming for students across MIT, including, speaker series, workshops, events, field experience trips, among others, to expose them to entrepreneurship in emerging markets, determining themes, managing speaker invitation process, leading event preparation and day-of delivery.
- Assist growth market-focused student clubs and conferences in the development and design of their programming.
- Collaborate with the Director of Marketing & Stakeholder Engagement and the Center's communication team on outreach plan to attract students from across MIT to Legatum Center programs and activities
- Promote collaboration with MIT students and student clubs focused on the work of the Legatum Center; guide students through Center processes for engagement, including maintaining relationships with and identify new student groups with whom the Center should interact.
- Support the development and execution of domestic and international treks and other related emerging market travel for program participants; may take a lead role in some group activities.

### **Foundry Fellowship and other Global Initiatives: (40%)**

Supports the development, coordination, administration and implementation of the Foundry Fellowship (25%), and other global initiatives such as the Market Creating Bootcamps (15%). This includes:

- Serve as primary point of contact providing clear communication to Foundry Fellows and participants of other global initiatives, regarding all activities associated with their respective program, i.e. *for the Foundry Fellowship Program*: advising Fellows on resources across MIT, the Boston ecosystem and globally, managing Fellows' and participants' inquiries and concerns, and determining which s/he can resolve and which need to be elevated to the appropriate team member/s; *For other global initiatives*: information on schedule of the bootcamp, agenda, pre-readings/prework and information on online platform
- Create and maintain a virtual database of resources for Foundry Fellows and participants of the Center's Global Initiatives including personal and professional information, templates, sample pitch decks, resource guides and complimentary start-up resources.
- Collaborate with the Director of Marketing & Stakeholder Engagement and the Center's communication team to market the Foundry Fellowship and other Global Initiatives on-campus and globally.
- Oversee the logistics and details of annual Foundry Fellowship and Global Initiatives program events, including but not limited to orientations, trainings, celebratory events, and presentation sessions
- Provide technical assistance to the Foundry Fellowship and Bootcamp sessions, including managing technology, archiving course presentations and materials, running Canvas Course site for for-credit and non-credit courses the Center offers.
- Participate in Foundry Fellowship and other global initiatives' selection committees, providing input throughout the application and interview process, as applicable as well as organizational and logistics support to the application processes.

#### *Foundry Fellowship Specific Tasks:*

- Develop and execute a plan for community building activities and events for the Foundry Fellowship Program
- Coordinate fellows' travel, including working with DFGI to recruit and organize field experience trips, immersive experiences, site visits at companies with alumni ventures, investor, governmental and cultural entities, ensuring compliance with MIT travel policies and procedures and managing relationships with travel agencies, and collecting and organizing relevant documents upon completion of travel
- In conjunction with the Director of Finance and Administration, negotiate contracts and logistical details with hotels, caterers, and other vendors related to the Fellowship Program

### **Alumni Engagement: for Student Fellowship and the Foundry Fellowship (15%)**

- Work closely with DFGI and the Communication team to design and implement an alumni engagement program for the Student Fellows and Professional Fellowship Program;
- Serve as Point of Contact between alumni and fellows related to the programming;
- Assist in developing and maintaining a database of alumni and update the information annually to make it up to date for the Center's use;
- Develop data collection mechanisms for obtaining information from alumni that would be relevant to the program design including through focus discussions, surveys and interviews.

### **Other projects and related duties as required: (5%)**

- Will be responsible for drafting letters of recommendation and support for all fellowships and candidates of global initiatives. Lead maintenance of Center's Customer Relationship Management software, updating records and contacts, performing data cleanup, running reports, and working with the team to design a system to ensure the database is current. May be asked to contribute or lead other projects, and/or undertake other tasks related to the Fellowship program that may be requested/determined by the team
- Contribute to the Center team in longer-term projects, such representing the Center and promoting the fellowship at on- and off-campus events including delivering presentations as necessary.

*Some domestic and international travel may be required.*

#### **Supervision Received:**

Will report to the Director of Fellowships and Global Initiatives

#### **Supervision Exercised:**

No direct reports.

Competencies:

- Collaborator and strong relationship-builder
- Customer service-focused
- Strong writer and effective communicator with the Center's constituencies

#### **Qualifications & Skills:**

*Required:*

- Bachelor's degree
- Minimum of 2 years of experience working in project/program management
- Must be able to work independently as well as in a team
- Must be flexible and able to manage multiple and diverse projects simultaneously
- Needs to be comfortable working in a dynamic environment and demonstrate agility when it becomes necessary to reprioritize or shift focus and goals
- Keen focus on high-touch, high-value support of the Center's customers and key stakeholders (students and entrepreneurs) is required
- Strong computer and technical skills required and demonstrated ability to learn new programs quickly

*Preferred:*

- Bachelor's degree
- 5 Years, experience preferably working in academic settings and project management, in either international development or working with entrepreneurs; experience coordinating with mentor or other affiliation groups is a plus

- Can take direction as well as execute with sound judgment
- Must have a good understanding of priorities and be able to manage own time to complete projects to meet goals
- Facilitation experience with students or professional groups
- Ability to address problems or know when to escalate issues is important. Requires excellent communication (both written and oral) and project management skills
- Coordinator will work independently, seeking input as needed and communicating back to the team on progress.
- Deals with confidential or sensitive information using discretion and sound judgment
- Keen focus on high-touch, high-value support of the Center's customers and key stakeholders (students and entrepreneurs) is required
- An ability to address, proactively, issues as they arise is critical, as is a strong sense of ownership for tasks and responsibilities
- Committed to fostering an inclusive community where all individuals from diverse backgrounds and perspectives feel welcome
- Familiarity with MIT and Sloan policies and procedures
- This position requires some work on nights and weekends as required for events, programs or other special projects

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*