

MIT Position Description

Job Title: Program / Project Coordinator	Position Title: Program Coordinator for Fellowships and Global Initiatives
Reports to: Executive Director	% Effort or Wkly Hrs: 100%
Department: Kuo Sharper Center	Exempt: Grade 6
Pay Hiring range: \$62,000 - \$79,200 (min-max)	Term position ending June 2029

Position Overview:

The Kuo Sharper Center at MIT was established on the belief that entrepreneurs and their innovation-driven solutions are key to advancing economic and system-level changes in global growth markets. The aim of the Center is to drive more inclusive prosperity by building pathways for the next generation of change agents who, through principled entrepreneurship, will create good jobs, transform systems, and improve lives.

The Kuo Shaper Center is seeking a highly motivated Program Coordinator to support the Fellowships and Global Initiatives (FGI) team in the development and delivery of high-impact programs. In this important role, you will collaborate with others within the FGI team and across functional areas to ensure that programs are executed with excellence and serve our mission.

The Program Coordinator should have knowledge of, and an intense curiosity about, entrepreneurship and innovation in global growth markets. This knowledge and curiosity will drive the right person to not only see this role as a list of tasks to complete, but as an opportunity to learn, grow, and make an important contribution to the Center's impact on our community.

This position requires a detail-oriented individual who will play a central role in the Center's work with MIT Student Fellows

The successful candidate will hold regular meetings with partners to review project milestones, discuss developments, and coordinate communications activities. You will ensure that the Center's message is clear, consistent, and impactful across all channels while building relationships that drive collaboration and engagement. With a strong curiosity about the entrepreneurship ecosystem and a deep understanding of the opportunities within emerging markets, this role offers a unique opportunity to shape the way the Kuo Sharper Center shares its story and advances its mission of driving entrepreneurial solutions in growth markets worldwide. Role is eligible for a hybrid schedule that aligns with the Kuo Sharper Center guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Support for the Center's Partnership with the Republic of Botswana (50%)

Our mission has led to our current collaboration with the Republic of Botswana, which was finalized in the fall of 2024. The Program Coordinator will support this new partnership under the direction of the Project Manager and closely with teams across the Center.

The objective of the Center's collaboration with Botswana is to bring our knowledge and expertise, along with that at MIT more broadly, to support Botswana in its transition from a commodities-based economy to a knowledge-based economy, where entrepreneurship and innovation unlock future prosperity. A successful candidate will support the Project Manager to oversee all aspects of the program, from planning and execution to evaluation, ensuring that goals are met effectively and sustainably. Travel to Botswana will be required as part of this role.

The related Program Coordinator Responsibilities include support to the Project Manager and team in the following areas:

- Support the Program Manager in the design and development of the program strategy, objectives, and deliverables in alignment with stated objectives within the Botswana agreement.
- Conduct needs assessment and stakeholder analysis to inform program design and implementation.
- Develop detailed project plans.
- Work with consultants and contractors as needed.
- Support the relationships and ongoing communication with counterparts in Botswana and across the Center team.
- Coordinate project activities, ensuring timely and effective execution.
- Align plans with project budgets, under direction and guidance from Project Manager
- Collect data and supporting monitoring, evaluation, and learning to assess program effectiveness and impact.
- Collect and analyze data to measure progress, identify challenges, and recommend improvements.
- Support the Program Manager in preparing regular reports and presentations for stakeholders.

Support Other Programming (35%)

The Kuo Sharper Center is a dynamic, creative environment where ideas that lead to impact are created and launched frequently. The FGI team has developed a range of on-campus and off-campus programming, and the Program Coordinator will need the curiosity and creativity to contribute to the development of these programs, and the execution skills to ensure that they are delivered with excellence.

The Program Coordinator will support the Kuo Sharper Center with the design, planning, and execution of programming, potentially including:

- Student Fellowship
- Foundry Fellowship
- Bootcamps
- Campus-based initiatives
- Alumni and community engagement initiatives

Knowledge Management, Events, and Center-wide Initiative Support (15%)

- May be asked to partner with or assist with Center events or programs as needed.
- May be asked to attend MIT or outside events (including after-hours and weekends) as a representative of the Kuo Sharper Center.

Note that some international travel will be required for this role.

Supervision Received: This position reports to the Executive Director. Candidate should be able to manage work with minimal supervision.

Supervision Exercised: Interns and consultants when necessary

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 administrative and/or project/program management experience required.
- Experience in higher education or similar
- Excellent written and spoken English communication skills – we will ask you to submit writing samples if invited to interview
- Ability to manage multiple assignments under tight deadlines while staying proactive in a fast-paced environment
- Can take direction as well as execute with sound judgment
- Knowledge of emerging markets and entrepreneurship ecosystems
- Strong curiosity and passion for entrepreneurship and innovation
- Ability to ensure timely delivery of high-quality outputs
- Ability to represent the Center and our community in a professional manner; this role is external-facing and requires a level of professionalism and polish in communications with external stakeholders
- Ability to synthesize complex information into clear, concise writing and presentations
- Consistently represent our Kuo Sharper values
- Strong computer and technical skills required and demonstrated ability to learn new programs quickly
- Commitment to fostering an inclusive community where all individuals from diverse backgrounds and perspectives feel welcome
- This position requires some work on nights and weekends as required for events, programs or other special projects

PREFERRED:

- Degree or demonstrated experience in entrepreneurship (experience in growth markets a plus)
- Significant project management experience or certification
- Facilitation experience with students or professional groups
- Experience in writing proposals
- Proficiency in multiple languages is a plus
- Previous experience in case-writing is highly desirable
- Strong communication skills to effectively coordinate and gather required materials from others
- Familiarity with MIT and its ecosystem is preferred
- Knowledge of Microsoft Office (Word, PowerPoint, Excel)

The ideal candidate will be highly motivated and able to manage multiple priorities across several programs effectively. We seek a strong team player who can work both collaboratively and independently. The candidate should demonstrate the ability to prioritize and coordinate multiple projects simultaneously in a fast-paced

environment, while also ensuring timely delivery of high-quality materials. Strong communication, report writing, and community-building skills are essential, as is the ability to adapt to changing demands and propose new ideas.

MIT Sloan Competencies

Candidate must be able to demonstrate the following competencies:

Demonstrate strategic agility: Demonstrates flexibility when there is a need to change, reprioritize, or shift focus or goals

Develop the potential of self and others: Participates in learning opportunities and applies the learnings to their work at the Center.

Focus on the Customer: Provides courteous, timely and professional service even in difficult situations

*** 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.*