
Job Openings at

Jain University Incubation Centre (Jain Launchpad),

A not-for-profit company registered under Section 8 of Companies Act, 2013

As we leap into our next phase, we are expanding our team and looking for dedicated, motivated and creative individuals ready to take up exciting challenges that create a mark on the Startup scene in the Country!

Full-time Positions Open:

- Associate - Community (1)

Location: Bengaluru

Last Date for Application: Oct 15, 2022 (or till the posts are filled)

Apply here: <https://bit.ly/workatjain>

About JAIN LAUNCHPAD:

JAIN LAUNCHPAD has a legacy of supporting and investing in startups as early as 2001. Over the years JAIN LAUNCHPAD has built a strong base in the Bangalore/Indian Startup Ecosystem with various innovative programs and events covering the entrepreneurial journey of founders from Ideation, Problem solution fit, Product-Market fit to Business Model fit and scaling growth stage startups. The Technology Business Incubator, NIDHI accelerator and NIDHI Seed Support Programs are supported by NSTEDB, DST, Govt. of India. Also, Elevate WomEN incubation program is supported by KITS, Dept. of EI, IT, BT and S&T, Government of Karnataka. JAIN LAUNCHPAD engages with startup founders at the national level and provides an end-to-end ecosystem for startups to succeed

Since the launch in 2016, Jain Launchpad has engaged with over 7000+ aspiring entrepreneurs, students and founders and has supported over 150 startups. The 70+ strong startup portfolio at Jain Launchpad has the collective valuation of INR 1500Cr with overall fund raise of INR 100Cr. Though the incubator is sector agnostic, there is a strong focus to support startups in the emerging technologies. Emphasis is also given to nurture startup founders from under-privileged regions, women led startups and student entrepreneurs.

Role: Associate - Community

Job Description: The Community Associate shall be responsible to develop, launch, and scale events that add value to our current community while also attracting new audiences. The responsibilities include, but are not limited to:

- **Event Creation:**
 - Research, brainstorm and codify event topics and themes for events across various subjects.
 - Oversee and drive the process from brainstorming, pitching to the senior team, and implementing company objectives to drive growth.
- **Virtual Event Execution:**
 - Plan, manage and execute virtual events & conferences.
 - Manage logistics & deliverables (across multiple platforms) from the top down, including registration, speaker outreach, management, marketing strategy, rehearsals, attendee outreach and management, sponsorship opportunities, and day-of-show execution.
- **In-Person Event Execution:** Plan and manage aspects of in-person events ranging from venue scouting, selecting/managing vendors, budgeting, ticketing, and day-of-show production under strict COVID-19 safety parameters.
- **Speaker Management:** Find, recruit and manage speakers for multiple events at a time. Professional & clear communication is vital - must be able to convey the goal of the event and become familiar with the speaker's business & industry.
- **Social Media Marketing:** Implement social media strategy for event promotion with the leadership team, then implement. Own the process and the results.
- **Graphic Design (Canva counts!):** Create promotional materials for social media.
- **Monitoring Progress:** Tracking and monitoring the performance and status. Writing reports about the events.

Qualifications:

- Bachelor's degree in engineering, marketing, business, or similar. A Master's Degree will be advantageous.
- A minimum of three years' work experience in event execution (virtual and in-person)

Desired Characteristics:

- Expertise with virtual event/webinar/content hosting platforms (ex. Zoom, Hopin, YouTube, etc.,)
- Expert organizational, documentation, and communication skills (written, verbal, visual)
- Comfortable working & communicating with individuals of all professional levels, including senior-level management
- Proficient in Microsoft Suite and other database management software
- Data-driven & results-driven, with a strong, competitive desire to win
- Creative thinker who pushes the limits
- Meet tight deadlines and maintain composure in high-pressure situations
- Exceptional at learning on the fly and tackling new projects with little or no guidance

Remuneration: Compensation will range between INR 25,000-INR 35,000 per month based on relevant experience and suitability/fit.