

Operations Coordinator

Reports to Head of Operations

About Startup Boston

Startup Boston is an organization working to connect, educate and celebrate the startup community. We are an all-volunteer team creating events and content *for* the startup community *by* the startup community.

Job Overview

The Operations Coordinator is the glue that binds all the moving parts of Startup Boston together. During Startup Boston Week, the Operations Coordinator knows where everything and everyone is supposed to be, and if it's not there, to find a substitute so the show may go on. Outside of Startup Boston Week, the Operations Coordinator ensures that quarterly events and internal operations run smoothly.

This is a dynamic role where no one week will be the same, and applicants should thrive in a fast-paced, ever-changing environment. One week you may be sifting through our HubSpot CRM, and the next week you may find yourself knee-deep in Canva creating promotional messaging for Startup Boston Week. If you enjoy shifting gears on a moment's notice and are a fast paced problem solver, this is the role for you.

As a critical member of the Operations team, the Operations Coordinator is a volunteer role that provides experiences similar to a Project Manager, IT Associate, and People and Culture Associate.

Responsibilities and Duties

- Recruits, trains, and manages volunteers for Startup Boston Week
- Serves as point-of-contact for Startup Boston Week Speakers
- Tracks and follows up on deliverables with sponsors, vendors, marketing partners, and others
- During Startup Boston Week, sets up and manages participant registration, schedule listings, website information, and event technology
- Supports Startup Boston quarterly events, as needed (Dealflow Mixer and Cofounder Matching events)
- Supports Startup Boston volunteer team with additional projects as needed

Qualifications

- Time commitment of 3 to 5 hours per week to focus on organization deliverables
- Passion for organization, accountability, and accuracy
- Able to independently manage multiple work streams and ensure all To-Do boxes get checked or followed up on in a timely manner
- Problem solver with a bias towards action
- Familiarity or interest in learning livestream and audio/visual technology
- Able to lift objects up to 50 lbs
- Ideal candidates can be physically available to be onsite at some point during Startup Boston Week