



Job Title: Programs Intern
Department: VelocityTX
Supervisor: Director of Innovation

Position Overview

The Programs Intern will perform various tasks that support the overall programming efforts for the VelocityTX Innovation Center. In this role, the Programs Intern will support in the areas of program development, implementation, evaluation, and event planning.

Essential Duties and Responsibilities

- Assist with developing programs as needed including but not limited to Connect with VelocityTX, Incubator, Pre-Accelerator, Accelerator, SBIR/STTR Bootcamp, and CEO Roundtable.
- Assist with event coordination, planning, and logistics for assigned programs.
- Prepares and maintains records and reports related to assigned programs
- Assist with enhancing processes and procedures for programs.
- Conducts research to identify emerging trends, services, and programs for comparable innovation centers.
- Assist with creating and updating PowerPoint presentations.
- Performs other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Currently enrolled in a college or university program, or recent graduate, with a major in Business, Operations, Management, or relevant fields.
- Experience with event coordination, planning, and logistics with the customer experience in mind.

Language Skills

Strong communication skills, both written and verbal.

Computer Skills

Competency in using various Video Conferencing Software (Zoom, Google Meets, MS Teams), working knowledge of the Microsoft Office Suite, and working knowledge of project management (PM) software such as Monday.com or similar PM software.

Other

- Meticulously detail-oriented and organized with the ability to manage multiple projects at the same time.
- Ability to work in a high pace/output, execution, and drive environment – ability to own operations with an eagerness to dive into the details.
- Passionate about startups, entrepreneurship, and economic growth in San Antonio.
- Thrives in a fast-paced, often scrappy, and sometimes chaotic environment.
- Affinity for creating processes, structure, and documentation.
- Ability to work both independently and collaboratively; excels in building relationships.
- Ability to take direction well and contribute positively to the overall work environment and performance of the group.
- Ability to work occasionally in the evenings.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Company Culture

At VelocityTX, we foster an inclusive and supportive work environment, encouraging creativity and innovation. Interns will collaborate directly with experienced staff, attend team meetings, and participate in networking events, gaining valuable skills for their future careers.

Benefits

- Work on a diverse range of projects.
- Receive guidance and feedback from experienced professionals.
- Attend weekly meetings and participate in networking events.
- Flexible schedule accommodating academic commitments.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.