



Program Coordinator

BioSTL, a privately-funded, non-profit organization driving St. Louis bioscience and innovation, seeks an engaging and organized professional to support BioSTL's mission of advancing St. Louis' prosperity by cultivating thriving bioscience and innovation sectors. The Program Coordinator will report to the Vice President, Programs – and work alongside the Director, Inclusion Initiative – to support and execute BioSTL's programs, especially as related to regional equity and inclusion, talent and workforce, public policy, and impact tracking activities, among other efforts.

BioSTL builds regional capacity, focuses community resources, and nurtures a collaborative environment to capitalize on the unique convergence of St. Louis' corporate, university, and entrepreneurial strengths in medical and plant bioscience. To achieve St. Louis' potential in the high-growth bioscience industry, BioSTL has organized business, university, and philanthropic leaders around a set of deliberate strategies focused on: new company creation and entrepreneur support (through its non-profit investment arm, BioGenerator); company attraction (U.S. and international, through its GlobalSTL program); improving access to investment capital (public, angel, and venture capital); ensuring appropriate physical infrastructure (labs, incubators, and research districts); government relations and public policy (federal, state, and local); fostering an inclusive pipeline of women and minority entrepreneurs; aligning/enhancing regional STEM education and employment activities (through STEMSTL); and communicating the region's strengths.

BioSTL believes its success is of vital importance to the future growth and prosperity of the St. Louis region and seeks a committed individual who shares this vision, who desires to make a difference, and who wants to be part of a transformative organization. We are seeking an individual who demonstrates an ability to utilize skills to coordinate, and sometimes own, the effective execution of key tactics underlying BioSTL's strategies, especially the cross-organizational, regional initiatives that are working to building an equitable entrepreneurship ecosystem and regional STEM talent pipeline. This position will both focus on evaluation and process documentation of various initiatives, while also serving as general project support as needed.

Job Responsibilities:

- Assist in the execution, management, and development of BioSTL programs
- Manage all aspects of projects, utilizing proven project management tools
- Develop, articulate, and evaluate program strategies, models, and outputs/outcomes utilizing tools such as theories of change and logic models and/or other relevant frameworks
- Develop and report on key programmatic metrics, especially through building/maintaining Salesforce CRM (in coordination with existing Business and Data Analyst staff member)
- Coordinate and manage BioSTL-sponsored community forums/events
- Draft general communications, grant reports, PR materials, and thought leadership pieces
- Compile best practice research on similar, national initiatives focusing on entrepreneurship inclusion, STEM talent development, and related topics; use the research and program learnings to identify and implement programmatic best practices
- Manage grant/philanthropic support compliance and reporting
- Other duties as assigned

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Qualifications/Experience:

- Bachelor degree required; advanced degree a plus
- Two to four years of work experience with project/program management or similar role; Experience working with multi-organization networks and coalitions preferred
- Demonstrated experience in managing project/program owners
- Documentation accountability (e.g., documenting milestone achievements)

Desired Characteristics:

- Commitment to regional diversity, inclusion, and equity
- Strong written and oral communication skills
- Competent with various Microsoft programs, such as Word, Excel, PowerPoint, and Project
- Experience working within Salesforce or other, similar CRM system
- Adept at conducting research into project- and programmatic-related issues
- Can conform to shifting priorities, demands, and timelines promptly and efficiently
- Ability to work both independently and in a team-oriented, collaborative environment
- Collaborative, outgoing community builder
- Persuasive, encouraging, and motivating
- Ability to elicit cooperation from a variety of sources/individuals
- Excellent listener
- Eagerness to learn and deliver work products of the highest caliber
- Willing to work after normal business hours, infrequently and as necessary

Application:

Please send a detailed letter of interest and resume to jjacks@biostl.org with “Program Coordinator” in the subject line. Confidential inquiries can be submitted to Jim Jaacks, Vice President, Finance and Administration, at the same email address.

For more information, visit www.biostl.org.