



invest2innovate™

Programs Fellow

at Invest2Innovate Pvt. Ltd.

Islamabad, Pakistan

[Invest2Innovate](#) (i2i) supports startup communities in growth markets, and has been operating in Pakistan since 2011. We believe that innovative communities are forming all over the world, but more fragile or nascent markets can disable and hinder that entrepreneurial growth. At i2i, we believe the next great innovators can and should come out of countries like Pakistan, Egypt, and Nigeria, but need the resources and proper ecosystem to get there. That's where we come in.

i2i takes an ecosystem approach in our work. We don't believe you can drop an incubator or accelerator in a vacuum and expect to see success stories. i2i works with all stakeholders to not only support entrepreneurs, but also to encourage growth of internal innovation, facilitate access to capital, mitigate risk for investors/ supporting players and strengthen the policy environment for businesses in these countries. Most importantly, i2i works to guide ideas towards creating impact and balancing social wealth creation with economic wealth creation for sustainability and growth.

We are looking for an entrepreneurial and passionate go-getter to support our work in Pakistan. We are a small but committed team of professionals who are passionate about entrepreneurship, and particularly to help build out the ecosystem so as to give maximum support and information to all stakeholders involved. i2i's work culture is "work hard, play hard" - we believe in fun, collaboration & building community. The Fellow should share our vision and demonstrate a positive and "can-do" spirit - we're looking for an eager individual experienced who has a strong background in coordination, communication, stakeholder management, and content creation.

This is a 6 months position with a chance of extension in Islamabad, and fresh graduates are encouraged to apply.

If you think this sounds like you, please send your CV and a cover letter to Armeen Khan at armeen@invest2innovate.com

Diversity Statement

Invest2innovate strongly believes in creating a diverse and inclusive space where everyone, regardless of gender, ability, religion and race are valued for their work, skills, and experiences. At i2i, we strive to create an open environment that will accommodate people of all backgrounds, with different working styles, and ensure that there is no discrimination. Our team is diverse, with a great gender ratio that we are always looking to improve, and with people from all backgrounds and ethnicities, and we are looking for people who believe in the same values.

Job Description

- Support on all the ongoing and future projects at invest2innovate including accelerator and partner programs
- Outreach for different support programs
- Helping with creating resource toolkits (compile slide decks and recordings) post trainings
- Create attendance and feedback forms for trainings on Google forms
- Interviews/Recordings Transcriptions with a great sense of creating summaries for Minutes of meetings
- Maintain a Programs Calendar with all the ongoing projects' dates/deadlines/tasks etc.
- Create and maintain whatsapp groups for communication with participants during trainings
- Provide support on reporting
- Has a knack for moderating/ facilitating trainings
- Experience with Database management preferred (Excel, Google Spreadsheet, Airtable)

Qualifications

- Fresh graduates with Bachelor's Degree in Business, Communications, Marketing or relevant field (Or equivalent experience with strong coordination and communication skills)
- Experience coordinating communications activities, events or trainings
- Knowledge and experience of Pakistan's growing startup space preferred, but not necessary
- Good professional writing and language skills with experience in Content Writing and Report Writing preferred

Skills

- **Gets things done** - you have demonstrated that you perform tasks well and efficiently
- **Reliable & Professional** - you are organized, can manage strict deadlines, and are dependable in terms of quality of work
- **Self-starter and proactive** - you have shown that you're willing to roll your sleeves up and get your hands dirty, and take initiative
- **Positive & collaborative attitude** - you are well-regarded and respected by your colleagues and friends and have an optimistic spirit about the work we do
- **Multitasker** - you can perform multiple tasks & roles at once and can manage time in an effective way
- **Values Community** - you find purpose in disseminating knowledge to entrepreneurs & creating shared value.
- **Open to Hybrid Work** - Comfortable with balancing in-person and remote work