**Job Title: Programs Consultant**

**Reporting Line: Head of Programs, Invest2Innovate (i2i)**

**Base: Islamabad (Pakistan)**

Invest2Innovate has been an ecosystem builder and key player in Pakistan’s startup space since 2011. Beyond supporting entrepreneurs and entrepreneur support organizations in Pakistan and the region, i2i also releases comprehensive research via our Insights Lab, which has indexed and provided significant analysis of the evolving Pakistan startup ecosystem.

We are currently hiring for our Programs Consultant, who will work closely with our programs team. We are seeking an entrepreneurial individual with a growth mindset, who is passionate about the Pakistan startup space and beyond.

Please send a CV and cover letter on why you believe you should be our next Head of

Programs to merai@invest2innovate.com.

Time: 6 months (subject to renewal)

**Job Description**

**Planning, Outreach, and Curriculum Design Support**

* Developing planning documents around the training, including outlines and guides for session speakers, agenda, and session plans.
* Identifying speakers for sessions
* Arranging calls with speakers and mentors to guide them through curriculum and one on one mentoring sessions.
* Supporting Project Coordinator in outreach by reaching out to entrepreneurs
* Moderating and facilitating program sessions as needed

**Program Execution, Monitoring & Evaluation**

* Conducting needs assessments and diagnostic calls for program participants, as required.
* Executing the mentorship program.
* Ensuring all program deadlines are met within the timelines with the best quality outcomes.
* Continuously monitoring and evaluate the program's impact and success.

**Assisting in reporting**

* Providing support to the project lead in creating reports after each cohort, training manuals, and feedback forms.
* Providing support to the project lead in designing a final impact report
* Creating monthly and quarterly reports to track startup progress and progress success.

**Client Relations**

● Maintaining and nurturing relationships with key stakeholders and i2i program partners including investors, ecosystem enablers, and community leaders.

**Qualifications:**

* Bachelors/Masters degree in Business or any relevant field.
* Prior experience working in the startup ecosystem is preferred.
* Prior experience in designing and implementing startup programs.
* 5+ years of startup and program management experience.

**Skills**

* **Growth mindset -** you are always learning and trying to improve yourself.
* **Get things done with integrity** - you have demonstrated that you perform tasks well and efficiently and with integrity.
* **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
* **Values and Builds Community** - you find purpose in disseminating knowledge to entrepreneurs & creating shared value.
* **Open to Hybrid Work -** Comfortable with balancing in-person and remote work