



## **Administrative Assistant & Program Coordinator**

Rev1 Ventures is the investor startup studio that combines capital and strategic services to help startups scale and corporates innovate. Based in the Midwest, and in a top city for scaling startups, Rev1 aligns innovators and founders with corporate and research partners to access customers and markets, helping entrepreneurs build great companies. Rev1 has been recognized as among the most active seed investors in the U.S. by PitchBook. Six core values drive all of Rev1's work: Entrepreneur Focused, Ingrained Inclusion, Integrity, Collaboration, Persistent Curiosity, and Impact Driven.

The successful Administrative Assistant & Program Coordinator is a polished communicator and project coordinator who is organized, detail-oriented, and comfortable working with diverse teams across a myriad of projects and timelines. Reporting to the COO, this team member will work cross-functionally to assist in the planning and implementation of Rev1 programs and events, supporting the Marketing, Entrepreneur Programs and Corporate Partner teams. This team member will also directly assist with administrative duties for two members of our senior leadership team, including managing appointments and stakeholder communications.

### **What You'll Do:**

- Provide direct administrative support for two senior leaders, including coordinating calendars, scheduling meetings, composing correspondence, receiving and routing messages, answering inquiries, arranging travel, and reconciling expenses.
- Assist in meeting preparation, such as coordinating meetings, space, equipment needs, and managing communication for programs, including Learning Labs, Service Providers, Community Outreach, and Corporate partnerships.
- Assist the Marketing team in producing Rev1 signature events, including logistics and client preparations for our annual Innovation Hop, Corporate Innovation showcases, and corporate pitch events.
- Support various other team efforts across the Marketing, Entrepreneur and Talent Programs, and Corporate Partner teams.

### **What You'll Bring:**

- Excellent relationship management skills and experience providing complex, confidential administrative support in a high-profile environment, including the ability to tactfully engage with internal and external stakeholders at all levels.
- 3+ years senior-level administrative experience which included detailed project management expertise; Bachelor's degree preferred.
- Excellent organizational and communicational skills, tact, poise, leadership qualities, and the ability to take independent action while maintaining a strong work ethic and attention to detail.
- Strong technical proficiency is required, including expert knowledge of Microsoft Office; i.e., Excel, Word, PowerPoint, Outlook, Keynote and other Internet tools, software applications, databases and systems used by the company as needed.
- Comfortable working on a diverse team: we believe that gender, racial, ethnic, and cultural diversity are key elements in startup success, and we foster this belief on our own team as well.
- Collaborative, entrepreneurial spirit: (1) willing to explore new ways to approach problems and opportunities in ways others haven't explored; (2) optimistic; (3) always seeking how to improve any process; (4) understands risk mitigation; and (5) focused on outcomes.

**What's In It For You:**

- Competitive compensation package comprising base salary plus performance-based variable compensation
- Collaborative work environment
- Generous paid time off
- 401(k) with matching
- Health, dental, vision benefits
- Schedule: Full-time
- Location: Rev1 Ventures - Columbus, Ohio
- Travel 0-5%

As an equal opportunity employer, Rev1 Ventures does not discriminate in hiring or terms and conditions of employment because of an individual's race, color, religion, gender, national origin, age, disability, sexual orientation, or marital status.

**If interested, please send your resume to [careers@rev1ventures.com](mailto:careers@rev1ventures.com).**