



## **Events and Operations Associate**

Be somewhere, be authentic, share your passions, and create change. We are a collaborative workspace changing the face of biotech, and we need more than just scientists to innovate. Our team collaborates across disciplines, relying on our skills to add value to this unique culture, positively impacting the successes of our community.

We're growing as fast as our resident companies which means we need your talents and experiences to help us thrive. Join our team in the position of Events and Operations Associate where you would be reporting to our Events and Operations Manager.

You'll be the best fit for this role if you have a college degree and/or 1-3 years experience working in the service industry and/or event and meeting management. Bonus points if any event without a host is automatically yours to make amazing!

### ***What your day looks like:***

- Display a high-level of customer service and ensure residents have a positive experience
- Maintain relationships with vendors and partner organizations
- Serve as the face of LabCentral at events and programs
- Execute physical setups, a/v, registration, BEOs, etc. of more than 150 events annually
- Collaborate and guide internal teams, residents, and partners on events and programming
- Build and maintain events database/management system
- Provide operations support across LabCentral's sites

### ***Some "you shoulds" that will enhance your day:***

- Have strong time management, prioritization, organization, and decision-making skills
- Be flexible to work some evenings and long hours, rare (if ever) weekends
- Have strong proficiency in MS-Office Suite, especially Outlook calendars
- Love being part of a team while being capable of working independently
- Believe work and having fun can be synonymous
- Enjoy continuously learning, and tackle whatever comes your way

### ***What your first six months will look like:***

- Discover the five best ways to utilize the main event space at LabCentral
- Develop an understanding of the LabCentral Community and interact with residents
- Learn how to give the perfect tour
- Become Servsafe and TIPS certified
- Complete MassBio's Biotech 101 for non-scientists course
- Continue to build your skills and set goals for personal and professional growth
- Learn our systems and provide feedback on how to do things better

### ***A snapshot of our benefits:***

Premium healthcare and dental package, yearly parking pass or MBTA coverage, long and short-term disability, life insurance, unlimited vacation, and 401(k) package.

*Only complete applications will be reviewed. Applications are submitted at [LabCentral.org](http://LabCentral.org) and will include a resume/cover letter specifically discussing your interest in joining the LabCentral team.*