

Lab | Central

Associate, Events

Are you passionate about making a big impact through connecting everyday people in everyday situations? Do you see yourself working in a vibrant, collaborative space where impactful and innovative work is done? If you are the kind of person who takes initiative, who can juggle many tasks simultaneously, and enjoys problem solving, then LabCentral is a great fit for you. Our team collaborates across disciplines, relying on our skills to add value to this unique culture, positively impacting our community's successes.

LabCentral, a launchpad for early stage biotech companies in Cambridge, is seeking an Associate, Events reporting to the Lead, Events & Operations. This role requires both a willingness to provide high-quality customer service and organizational skills along with the ability to anticipate the needs of each unique event.

You'll be the best fit for this role if you have at least a high school diploma/GED and 1+ years of event coordination or customer service experience. Bonus points if you are the kind of person that finds yourself straightening out chairs no matter where you go or where you are.

What your day looks like:

- Display a high-level of customer service and ensure residents have a positive experience
- Execute physical setups and teardowns, a/v, banquet event orders, etc. of more than 200 events annually
- Collaborate with vendors, partner organizations, and event hosts to ensure successful experiences
- Collaborate and guide internal teams, residents, and partners on executing events and programming
- Manage the flow of the events experience while providing individual support as needed
- Ability to maintain professional presence in a fast-paced environment
- Any other duties needed to help drive our vision, fulfill our mission, and abide to LabCentral's values

Some "you shoulds" that will enhance your day:

- Have strong time management, prioritization, organization, and decision-making skills
- Ability to build an instant rapport with clients, guests, and residents
- Have strong proficiency in MS-Office Suite, especially Outlook calendars
- Be flexible to work evenings, rare (if ever) weekends
- Have dynamic and active listening skills
- Be able to lift and carry a minimum of 25 pounds
- Believe work and having fun can be synonymous
- Love being part of a team while being capable of working independently

What your first six months will look like:

- Learn the ins and outs of the LabCentral's event programming and spaces
- Be trained on how to give the perfect tour
- Interact with the LabCentral community and learn more about resident companies
- Complete needed training on aspects of procurement, record keeping, and invoicing
- Signup for a Biotech 101 class to learn more about science and the industry
- Continue to build your skills and set goals for professional growth

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 and will include a resume/cover letter specifically discussing your interest in joining the LabCentral team.