

**Type of function:** Internship



**Work area:** Project management

**Education level:** Bachelor / Master

**Hours per week:** 16-24

**Language of the position:** English

**Startup:** Yes

**Required languages:** English

**Work experience:** No preference

**Location of position:** NL Noord-Holland

**Duration:** 0-3 months

## **Vacancy description:**

We are looking for an enthusiastic student/recent grad interested in entrepreneurship to join the ACE team! This is a great opportunity to get inside knowledge of the Amsterdam startup ecosystem and extend your network! The Program Coordinator will be working together with the ACE team. The scope of the role is on pre-Incubation and Incubation programs, marketing and communication, and networking events. If you are passionate about entrepreneurship, good at organizing, can take responsibility and are great at communicating, this is the right place for you! To apply send your CV to via the button below!

Responsibilities:

- Ensuring timely organization of ACE programs
- Coordinating speakers, partners and service providers
- Communication and marketing tasks such as writing social media posts, newsletters and blog posts
- Help with organizing networking events

## **Additional candidate requirements:**

Basic Project Management; Communicative; Planning and Organization; Social Media

## **Benefits:**

- Internship remuneration is offered
- Start Time: end-August/early September
- End Time: end November (with possible extension)
- Hours: minimum 16 hours a week (flexible schedule)

For questions and applications please e-mail [office@ace-incubator.nl](mailto:office@ace-incubator.nl). We look forward to receiving your CV + a letter of motivation.