



Do More, Be More, Build Your Biotech

<https://www.biolabs.io/>

BioLabs, established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow, and commercialize their game-changing ideas by being paired with premium, fully equipped, and supported laboratory and office spaces alongside unparalleled access to capital and industry partners. BioLabs offers co-working environments through a network of 9 US-based locations, and with plans for expansion in the years ahead, we are currently seeking exceptional talent to join our growing company.

ROLE OVERVIEW

Reporting to the Site Director, the **Events Manager/Coordinator at BioLabs@NYU Langone** located in New York City, NY, is the primary contact with sponsors, BioLabs employee, and resident companies, ensuring high-quality events and programming are executed smoothly and professionally. BioLabs seeks employees willing to do what it takes to get the job done in a high energy busy and challenging scientific environment.

Key areas of responsibility include

- Coordinate and plan meetings with BioLabs employees, sponsors, and vendor partners
- Lead the planning, coordination, and execution of resident-only and public events, designed to promote collaboration, resident networking, and a fun atmosphere
Help create, coordinate, and manage event presentation content
- On-site coverage and troubleshooting during all events
- Create and maintain standardized event documents and post event engagement surveys.
- Organize and compile event data metrics
- Manage and coordinate event budgets.
- Coordinate preparation for mailings and meetings, including printing of name tags, attendee lists, marketing materials, etc.
- Manage digital communications on past and upcoming events on website, portal, digital signage, and social media
- Create and distribute a recurring digital newsletter for residents to communicate events, announcements, sponsor, partner and resident highlights, and other content as decided with local team
- Help manage concierge and café services and systems
- Increase mailing lists membership and public awareness of site program and activities through community engagement on social media, event attendance and other activities.
- Manage and maintain resident and community member databases.
- Website and digital community communication interfaces.



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- Help acquire, build, and refine brand and brand assets based on already established guidelines.

Specific Qualifications

- Ability to work independently, with little direction
- Responding to and acting on member and public feedback
- Confidence and maturity in dealing with high-level public and private officials
- Highly organized and flexible with experience supporting multiple projects
- Ability to manage multiple tasks while meeting or beating deadlines
- Demonstrated excellent written and oral communication skills and polished and professional demeanor
- Customer service focus

Education & Requirements

- Bachelor's degree from an accredited institution
- Minimum of three (3) years' experience in event coordination or event administrative support
- Ability to travel to BioLabs locations (United States and outside U.S.)

Compensation/Benefits

- Salary commensurate with experience and qualifications
- 401(k) and full benefits package
- Annual reviews with increases for those on track with strong performance

Work is performed during regular work hours and will require evening and/or weekend hours to support active resident activities and on-site emergencies.

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply for this position please email cover letter and resume to:

Careers@biolabs.io with Subject Line: **"Events Manager/Coordinator, BioLabs@NYU Langone"**