



Program Associate Smart City Works Innovation Hub

Location: Arlington, VA/ Hybrid

Post Date: October 2022

Start Date: ASAP

Position: Full time

Job Description

The **Smart City Works Innovation Hub**, a 501c3 organization that empowers communities to solve urban challenges and improve economic growth through technology innovation, is looking for a highly motivated Program Associate (PA) to support programming empowers communities to solve urban challenges and enhance economic growth, through technology innovation related to our Northern Virginia Smart Region Initiative. The position is for highly effective individuals with ample opportunity for thoughtful and detail-oriented tasks that support the implementation of a highly visible initiative with national importance.

Our team includes senior executives from the tech sector, venture capital, the built world, and the public sector, joining together with a dedicated purpose of achieving excellence, improving quality of life, and making a difference on some of the most important issues facing cities and regions today.

Duties & Responsibilities

The PA will provide overall support to the Executive Director of Smart City Works and of Northern Virginia Smart Region Initiative.

Duties and responsibilities include:

1. Support the implementation of the Initiative's goals and activities in a timely manner.
2. Support the implementation of testbeds and related pilot projects and innovation challenges.
3. Track and measure impact goals and metrics.
4. Research grant opportunities and initiate proposal coordination
5. Provide operational and research support as requested.

Qualifications

Successful candidates will be motivated by mission and energized by delivering great programs. He or she will know how to work collaboratively and independently to deliver high value, impactful programs. He or she understands the demands of an operational role, is mindful of details and eager to build and work with a great team. Top candidates are self-motivated, problem-solvers, high-achieving, results-oriented, and passionate about making a difference. They can thrive in a dynamic, startup environment, and by helping others succeed. Wit (or appreciation thereof), humor, and creativity are a must.

Requirements:

- Transparent and high integrity leadership.
- Bachelor's Degree from an accredited college/university or equivalent industry experience.
- 1-3 years cumulative experience in related fields.

- Exceptional organizational abilities.
- Strong written and oral communication skills.
- Strong work ethic with a high degree of energy.
- Talent in researching all topics; synthesizing key points; and writing clear prose.
- Ability to think creatively, work in a casual, exciting, and dynamic global team environment.
- Comfortable with a minimal amount of direction but high expectations of performance
- High attention to detail to track and account for many moving parts, to include schedules, resources, people, and activities, and ensure all are on track and properly accounted for.
- People love working with you.

Preferred:

- Interest/Knowledge in a 'smart city' vertical.
- Interest in business management and/or nonprofit administration.

Compensation

Competitive salary commensurate with experience.

Application

Qualified applicants should send letters of interest, CVs and/ or LinkedIn profiles to: scwinnovates@gmail.com

About Smart City Works

Smart City Works INNOVATION HUB is a non-profit organization that empowers communities to solve urban challenges and improve economic growth, through technology innovation. The INNOVATION HUB provides governments, organizations, and communities, technology innovation programs to harness the power of digital technology and create smarter, safer, more sustainable, and resilient communities. We have built a reputation as a leader in the emerging Northern Virginia and Greater Washington ecosystem of businesses, universities, and local governments investing in and facilitating the growth of smart city technologies. Smart City Works was founded on the belief that cities and communities can build smarter and live better!

Cities are at an inflection point. Rapid urbanization, failing infrastructure, and climate change are putting tremendous stress on our urban communities. At the same time, digitization, advances in material science, AI, and cloud, offer an incredible opportunity to disrupt the way we design, build and operate cities.

Today, we now can—and must—improve the livability, performance, and resilience of cities. That is our goal. That is our purpose and our mission: build smarter, live better.

For more information, visit www.smartcityworks.org