Innovation Specialist

POSITION SUMMARY

- Agency: US Small Business Administration (SBA)
- Office: Office of Innovation and Technology
- Location: Washington, DC (currently operating remotely during pandemic)
- Security Clearance Level: N/A
- Citizenship requirements: US
- Travel requirements: None

The SBA Office of Innovation and Technology coordinates the Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) programs, otherwise known as America's Seed Fund. Our team is focused on helping diverse, talented entrepreneurs in science, technology, and innovation access seed capital to grow their businesses and the US economy. We do this through oversight and policy for the Federal-wide SBIR/STTR programs, as well as empowering the Federal departments that fund startups and small businesses across technology areas and markets.

Interns will have the opportunity to roll up their sleeves and join our small, highly motivated and collaborative team to get involved with the variety of daily functions involved in connecting entrepreneurs with the Federal government.

While your specific portfolio will be informed by your particular strengths and interests, it will include tasks involved in convening and coordinating stakeholders, such as organizing, designing, and running outreach events, project and knowledge management, and communications.

Our team values diversity of backgrounds and experience, so we encourage you to bring your whole self to the role. The ideal candidate will share a sense of mission to positively impact entrepreneurs who are taking big risks and building next generation technologies.

ESSENTIAL FUNCTIONS/PRIMARY RESPONSIBILITIES:

Day-to-day tasks may include:

- Compile and synthesize information from multiple sources into coherent pieces of work (presentations, reports, or summary notes)
- Develop presentations, talking points, and/or issue papers
- Coordination of program data to inform learning, adaptation, and other decision making
- Desk research
- Support knowledge management systems and processes to ensure information and data is available to relevant stakeholders
- Write up team meeting notes
- Spreadsheet magic

Depending on your strengths and interests, potential projects may include:

- National virtual event organized with multiple stakeholder organizations
- Communications materials development, including toolkits to share with other organizations, draft social media messages, content development to include success story features or blogs

- Support in a prize competition for entrepreneur support organizations

MINIMUM QUALIFICATIONS:

- A self-starter and entrepreneurial problem-solver
- Detail-oriented and love for clarity and organization
- Ability to work collaboratively on a multidisciplinary team
- Ability to navigate ambiguity
- Willingness to learn

DESIRED TECHNICAL QUALIFICATIONS, SKILLS, AND EXPERIENCE:

- Experience using common business software including the Microsoft Office suite (strong Excel skills preferred)
- Strong writing skills
- Basic social media skills

ALL APPLICANTS MUST SUCCESSFULLY COMPLETE:

You may undergo a background check to determine if the Federal Government may issue you an identity card that allows access to federal facilities and information systems.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.