Startupbootcamp

Program Coordinator - Startupbootcamp
Position Description

📍 **Location:** Singapore
🕐 **Employment Type:** Full-time Contract
📅 **Start Date:** Mid-June 2025 (expressions of interest now open)

The Role

Startupbootcamp is inviting expressions of interest for a Program Coordinator based in Singapore to join an exciting, potential new accelerator program focused on tech startups, run in partnership with a leading global corporation in Singapore.

As a Program Coordinator, you will play a pivotal role in the end-to-end execution of the accelerator, working closely with the Program Director and our regional team of internationally accredited startup professionals. This is a fast-paced, impact-driven role suited for an entrepreneurial-minded individual who thrives on structure, hustle, and collaboration.

This is an exciting opportunity to work on Global Tech-Startup Accelerator Programs with a suite of internationally renowned corporate partners and government organisations. These programs seek to bring international innovation to Singapore and the region, and to collaborate with the program partners to make a big impact.

Are you passionate about startups and technology? Join us in a fast-paced, high-impact role where you'll support breakthrough innovations shaping society.

Your Responsibilities

You will support the Program Director/Head of Singapore in successful delivery of the program across its pre-program, in-program, and post-program (alumni) phases, including:

- Startup recruitment and selection process;
- Coordinating programming, content delivery, events, and meetings;
- Acting as the main point of contact for startups, mentors, and partners, ensuring clarity on schedules and expectations;
- Prepare presentations for various meetings and events;
- Oversee the program evaluation process, gathering and analysing feedback from startups, mentors, and corporate partners;
- Collaborating with the operations team for design, marketing and events requirements;

- Build strong relationships with our stakeholders including startups, mentors, investors and partners/clients;
- Join program meetings, sessions and events, and provide insight and feedback to the startups;
- Assign tasks, delegating responsibilities, and tracking timelines
- Share learning and create synergies with other SBC program coordinators.

Why join SBC as a Program Coordinator?

- Opportunity to increase breadth and depth of industry knowledge;
- Work with startups aiming to solve important global problems;
- Opportunity to grow your industry network and have access to executive level industry experts;
- Meet a community of startups, mentors, and industry partners, versed in startup growth, industry themes, and establishing proof of concepts.
- Access to SBC course content, learning how to start, grow and scale startups.

Your Background and Experience:

- Recent graduate
- Strong desire to work with startups and technology
- Innovation and/or entrepreneurship education or work experience with an understanding of early stage startups on how they think, work, and problems they encounter.
- Project management experience, including creating and managing project planners, assigning and delegating tasks and keeping track of timelines.
- Confidence with Google suite (Gmail, Calendar and Google Docs).
- Must be based in Singapore and have working rights in Singapore.

Personal Characteristics:

- Strong, clear and transparent communicator;
- Well-organised administrator;
- Problem solver who never gives up;
- Proactive with a strong sense of urgency;
- A passion for networking and connecting;
- Understand the importance of order, process, operations and logistics.

About Startupbootcamp

Startupbootcamp was founded in 2010 in Copenhagen with the core idea of supporting the world's best entrepreneurs as they grow their startups. Today Startupbootcamp is the largest industry-based startup support organisation in the world. In our APAC division, we run Energy, FinTech, and FoodTech accelerator programs, and bring together startups, corporate partners, investors and mentors within these sectors. Our APAC headquarters is in Melbourne, and we have a small, but growing team in Singapore.

Startupbootcamp exists to inspire & accelerate innovators who are creating opportunities for positive change in line with the UN Sustainable Development Goals.

We are growing and in order to grow, we need people, lots of smart people. We call them "smart creatives". People that are smart, entrepreneurial and always find creative solutions for challenging topics.

The program coordinator role will enable you to grow not only your knowledge but your network in your particular industry of interest, have worked with senior leaders, VCs, and have gained access to global best practice startup tools and methodologies.

To apply, please send your resume and a brief cover letter outlining your interest and relevant experience to Christine Kam (Head of Singapore, APAC) at christine@startupbootcamp.com.au and cc Hinon Chang (Program Manager) at hinon@startupbootcamp.com.au.

We welcome applicants from all backgrounds and are committed to building a diverse and inclusive team.