

KASTx VENTURES

About Us:

KASTx Ventures is a full-service biotech accelerator and advisory firm with a vision of turning today's best science into tomorrow's best ventures. KASTx is working with world-leading start-up biotechnology companies with a shared vision to have a positive and sustainable impact globally, focusing on the areas of health, technology, and environmental sustainability. Based in Calgary and Edmonton, we have established a team of scientific and business experts with national and international networks to accelerate company growth from formation to full commercialization. We provide the people and resources needed to turn disruptive ideas into reality to make the world a better place. KASTx currently has portfolio companies spanning the areas of drug discovery and pharmaceuticals, digital health program and tool development, and AgTech.

Check out our website for more information on our company: <https://kastxventures.com/>

*Please note: Student applicants **must be residents of Alberta** currently enrolled in a post-secondary institution in an undergraduate, graduate or post-graduate degree program. International students are therefore not eligible.*

Job Title: Venture Coordinator

Job Description

The Venture Coordinator will be leading a series of projects across operations and marketing at KASTx, our portfolio companies, and consultation clients. This role comes at an important time for the company as we expand our service offerings for our ventures and clients.

Utilizing strong research and organizational skills, this role will support and build out key frameworks and processes that can be adapted based on the needs of each unique project. Particular attention will be paid to optimizing non-dilutive capital, pipeline management, and program management processes. The Venture Coordinator will also support:

- **Project Coordination:** Develop, validate, and execute plans across key stakeholders.
- **Marketing:** The Coordinator will work to utilize existing marketing materials and build new materials as required.
- **Operations:** The Coordinator will document and improve existing processes while looking for opportunities and delivering key improvements.

- **Analytics:** The Coordinator will need to build effective reporting mechanisms to proactively determine process bottlenecks and communicate stakeholder relations activities.

The Venture Coordinator will work with teams across operations and marketing, and other key members throughout their work period, seeking direction as they work to streamline processes, integrate new tools with existing KASTx Ventures systems, and support pipelines for various projects.

Qualifications:

- Strong business writing skills that utilize clear and concise language
- Attention to detail and accuracy in observing and documenting actions and outcomes
- Familiarity with accounting and finance fundamentals
- Ability to integrate information flows to support reporting and decisioning
- Capability to structure recommendations, including problem, solution, and cost/benefit analyses of options
- Ability to establish and maintain cooperative working relationships with initiative to seek clarification and ask questions as needed
- To be able to work independently and communicate regularly and effectively with the marketing team, maintaining a level of self-accountability in our remote work environment
- Willingness to learn how to utilize and maximize digital tools to drive efficiency
- Skilled with Microsoft 365, including Excel, PowerPoint and SharePoint
- Familiarity with CRM, project management tools, ChatGPT, and automation tools is helpful
- Business students completing a Bachelor of Commerce is preferred, however other disciplines will be considered

Applications open until a suitable candidate is found.

Anticipated start date: Monday September 11, 2023

Location: Remote

Hours: Monday to Friday from 9:00 am to 5:00 pm (with flexibility due to remote working environment)

Working at KASTx Ventures

Working at KASTx Ventures will give you the unique opportunity to work with companies in multiple areas of the biotechnology industry, founded by award-winning scientists. Our work is dynamic and constantly evolving within a personable and encouraging team.

Please send your cover letter and resume, stating why you're a good fit for our team to the following contact:

Attention: Christian Idicula
Chief Operating Officer
Careers@kastxventures.com

We thank all applicants, however, only candidates selected for an interview will be contacted.