

Los Angeles, 15 November 2018

**RECRUITING ANNOUNCEMENT – Temporary Position
Innovation Desk – Italian Trade Agency – Los Angeles Office**

The Italian Trade Agency is seeking suitable candidates for a position at the ‘Innovation Desk’ operating in its Los Angeles Office.

The position is **temporary** (12 months: further 12 a possibility). The general tasks will include a paramount analysis of the local venture capitalists, investment funds, and business angels ecosystem , in order to promote with them the Italian start-up system.

Job description

- 1) To identify, select and monitor the research centers (pure and applied) with the objective to create cooperation with similar Italian centers as well as industrial companies;
- 2) To select incubators and start-up accelerators, and to monitor them in order to identify possible synergies and co-operation (long term synergies included) like operating visits, company exchange, mutual pitch sessions;
- 3) To identify, select and monitor venture capitalists, investment funds, merchant banks, and other subjects, which might be potentially interested in investing in Italian start-up;
- 4) To identify various projects, in the State and/or local development plans, to be proposed to Italian companies, assisting them during the preliminary phases of the project in-depth analysis and draft preparation;
- 5) To organize events, both in Italy and in the United States aimed at facilitating the matching between Italian start-ups and investors

Salary and Compensation

Monthly compensation will be based on applicant’s experience and will range from \$3,300.00 to \$4,000.00, gross of taxes and any other dues.

Requirements

- bachelor’s degree in economics or political science
- permanent residency and right to work in USA
- a minimum of 2 years’ experience in a similar role
- previous experience in Research Centres, Incubators/Accelerator or Technological Parks / experience in Trade Promotion Organizations
- at least 2 qualified references from prior employers
- deep knowledge of the Italian start up system

- excellent written and verbal communication skills in English and Italian
- ability to work with technical subject matter and translate for a variety of audiences (private, Institutional, etc.)
- strong project management skills coupled with a high attention to detail
- skillful use of applications: MS office, knowledge of digital / social marketing tools / apps

Candidates lacking these requirements will not be selected for an interview. Please point out how you intend to prove your requirements.

The candidate may be required to travel internationally, if necessary.

Inquiry Submission Particulars

As mentioned above, applicants must be legally authorized to work in the US, i.e. be a US citizen or have a green card. The Italian Trade Agency will not sponsor any employees. Please state clearly your current status in the application.

All inquiries must include a resume. The documentation should be submitted via email to losangeles@ice.it specifying in the subject line Innovation Desk, by November 30, 2018.

ITA will acknowledge receipt of all applications, but only candidates selected for an interview will be contacted.

The Italian Trade Agency:

ITA - Italian Trade Agency is the Governmental agency that supports the business development of our companies abroad and promotes the attraction of foreign investment in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

Some of the services provided are:

- *identification of possible business partners*
- *bilateral trade meetings with Italian companies*
- *trade delegation visits to Italy*
- *official participation in local fairs and exhibition forums*
- *seminars with Italian experts.*

*The **ITA Los Angeles office** specializes in the promotion of high tech, environment technology and green energy, life science, entertainment industry, chemicals and pharmaceutical products, bicycles and motorcycles, among other sectors. More information on the Italian Trade Agency activities in the US is available at www.ice.it.*

ITA does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

Provided that every requirement of education, skill, technical qualifications and experience are met, the criterion for selection will be the ability to perform the job under the specified conditions of service. All personnel will be given equal opportunity, based on performances and competencies.

IMPORTANT NOTICE: This selection could be suspended and or cancelled at any moment and for any reason by the Italian Trade Agency in Los Angeles at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.