

Los Angeles Office

**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 the Los Angeles Office.

The position is temporary (12 months: further 12 a possibility). The general task will include a paramount analysis of the local ecosystem of venture capitalists, investment funds and business angels, 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 search, select and monitor incubators and start-up accelerators to identify possible synergies and co-operation (even for long periods) like operating visits, company exchange, mutual pitch sessions;
- 3) To identify, select and monitor venture capitalists, investment funds, merchant banks and other subjects potentially interested to invest in Italian start-up;
- 4) To identify various projects, in the State and/or local development plans, to be proposed to Italian companies and 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 to facilitate the matching between the Italian start-ups and the investors, taking care also of all administrative aspects;
- 6) To assist Italian start-up in their approach to the UIS market.

Requirements

- bachelor's degree in economics
- residency in USA and right to work in USA
- previous experience in research Centers, Incubator/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, particularly Word, Excel, Power Point, Internet, email and Oracle.
- professional appearance and demeanor

Please point out how you can intend to prove your requirements.

Preference will be given to candidates who matches these requirements closely.

Salary and Compensation

Compensation will be based on applicant's experience and will range from \$4,000.00 to \$4,400.00 gross of taxes and any other dues for a full-time position. No health insurance benefits will be provided. The position is full time, i.e. 40 hours per week at ITA Los Angeles office.

Employment Status

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.

Applicants must be fiscal resident in USA.

Application Process

- ***Documents submission***

1. Interested candidates must submit, **ONLY BY EMAIL, to: losangeles@ice.it, Attn. Mr. Florindo Blandolino**, specifying in the subject line “**Junior Market Analyst Position**”, all the following documents:

- their most recent **resume**;
- copy of bachelor's degree certificate;
- copy of US passport or green card;
- any other document useful to assess previous experience or qualifications (ex. Writing samples)

2. Fill out the **online application form**

Deadline: February 18, 2020 at 12:00 pm (PST)

No application arriving beyond the deadline can be accepted.

- **Selection procedure**

ITA will acknowledge receipt of all applications, but only candidates that qualify will be invited for a selection.

Please note that the application process involves skill testing, as follow:

1. **Written test** in English and in Italian on International Marketing and Economics (**February 24, 2020, at 10:30 am (PST)**)

The candidates **must score up to 50 points** and **must score at least 35 points** to be admitted to the second test.

The written test is aimed to ascertain relevant knowledge, language included, and strength of reasoning.

2. **Practical test on MS office and interview in English and Italian (February 26, 2020, at 10:30 am (PST))**. The practical test is aimed to ascertain informatic skills (**up to 20 points**), while the interview will focus on motivation, organizational skills, and strength of reasoning (**up to 30 points**).

After testing, each candidate will be ranked on a **100 points scale. Only candidates who scored at least 70 (out of 100 points) will become eligible and shortlisted.**

The position will be offered to the eligible candidate with the highest score unless he/she intends to withdraw, resign, or ITA finds later that he/she lacks the eligibility requirements: in such a case, the position will be offered to the next ranked eligible applicants, according to a list that will remain valid for a 6 months. The list will be published on the ITA website.

IMPORTANT NOTICE

This selection could be suspended and/or cancelled at any moment and for any reason or no reason by ITA at its sole discretion, without creating an obligation and/or expectation or reliance on the part of eligible candidates.

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 <https://www.ice.it/it>