



Los Angeles Office
June 30, 2023
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JOB OPENING

TEMPORARY TUTOR FOR THE GLOBAL STARTUP PROGRAM, 4[^] Edition - LOS ANGELES VIA STAFFING AGENCY

The Italian Trade Agency (ITA) - Los Angeles Office is seeking a candidate for the Tutor position for the implementation of the Global Startup Program – 4[^] Edition – Los Angeles.

1. Italian Trade Agency

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian 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.

The ITA Los Angeles Office specializes in the promotion of Made in Italy in the following sectors: High tech, Innovation and Start up, Environment technology and Green energy, Life science, Medical Devices and Pharma, Entertainment industry, Chemicals, Bicycles and Motorcycles, among other sectors.

More information on the Italian Trade Agency activities in the US is available at www.ice.it.

2. Job Description

The ideal candidate shall support the ITA Los Angeles office in the implementation of the Global Startup Program – 4[^] Edition, an acceleration program sponsored by ITA in favor of Italian startups (maximum 10).

The program is focused on entrepreneurship and business development including training, pitching and networking events designed to help each startup reach their goals and objectives.

The program will be carried out in close collaboration with a selected Accelerator in Los Angeles from September 2023 to March 2024, according to the following schedule:

- **Phase 1 - A remote 2 week “Pre-Program” training:**
- **Phase 2 - In person 8 week Acceleration Program:**

The candidate will assist ITA to maximize the success of the program, by facilitating the integration of the beneficiaries' startups in the US cultural environment and providing advisory services on business development, investor relations, marketing, sales and networking tactics.

The tutor should perform the following tasks:

1. Liaise between ITA Los Angeles office and the selected accelerator contractor, during the entire program;
2. Assist Italian start-up during their daily approach to the program including support in the business development activities, in the networking with potential investors, distributors, end clients and in the logistic and accommodation services;
3. Support in the organization of networking events, site visits according to the program;
4. Reporting: prepare weekly and final reports, containing performance indicators, progress and/or barriers each start-up has experienced during the program;
5. Social media communication and support to media campaigns related to the event;
6. Administrative tasks and accounting reporting;

3. Mandatory Requirements

- Relevant bachelor and/or master's degree in international relations, Business Administration, Marketing or any other relevant degree related to the sector of interest of the ITA Los Angeles Office
- Legally authorized to work in the US (holder of US passport or green card or legally authorized to work in the US).
- Fluent in English and Italian (reading, writing and speaking)
- Proficiency in MS office (Word, Excel, Power Point), internet, email, google suite.

The Italian Trade Agency will not sponsor any applicants. Candidates lacking even one of the above-listed requirements will not be selected for an interview.



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4. **Preferred requirements**

- Experience in a similar role
- Knowledge and interest in the startup community; work experience in an accelerator or startup strategy consultancy is preferred
- Skillful use of social media accounts for business purposes and/or working with CRM software
- Excellent organizational, interpersonal and communication skills
- Qualified references from prior employers

5. **Work location**

- ITA Los Angeles Office - 12424 Wilshire Blvd, Suite 1400, Los Angeles, CA – 90025
- Accelerator Contractor premise in Los Angeles (to be defined)

6. **Duration**

The position is full-time 40 hours per week from 9am to 5pm Mon-Fry, including 1 hour lunch break unpaid

Time period: The temporary contract term is for three/six months, renewable based on funds availability and performance.

7. **Compensation**

\$ 28/h gross salary (gross of taxes and any other dues). Transfer or parking expenses are not included.

- a) The successful candidates will be employed directly by ITA Los Angeles' Staffing Agency
- b) No Health insurance coverage will be offered.

8. **Application Process**

Interested candidates **must submit ONLY BY EMAIL, to: losangeles@ice.it**, Attn. Ms. Alessandra Rainaldi specifying in the subject line: Tutor (temporay) - Global Startup Program 4^ edition – Los Angeles, the following documentation:

- a) Resume



- b) Copy of US passport or green card
- c) For non-US passport or green card holders, copy of Visa and SSN
- d) Any other document useful to assess previous experience or qualifications (ex. Writing samples).

Deadline: July 17th, 2023, at 5:00 pm - PST
No application arriving beyond the deadline can be accepted.

9. Selection procedure

ITA Agency – Los Angeles will acknowledge receipt of all applications, but **only candidates who meet the above-listed requirements will be invited to move forward** in the selection process.

Please note that the application process involves curriculum evaluation and interview to assess the requirements of education, skill, technical qualifications and experience required for the position.

Please note that this selection could be suspended and/or cancelled at any moment and for any reason by ITA at its sole discretion, without creating only obligation and/or expectation or reliance on the part of eligible candidates.

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 performance and competencies.

IMPORTANT

Please note that as an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness, and transparency in any transaction it may enter into and in any dealing, with its partners, customers and suppliers (“Code of Conduct”). A copy of ITA Code of Conduct is available at www.ice.it, “Chi siamo” - “Amministrazione Trasparente” (Transparent Administration) – “Disposizioni generali” (General provisions) – “Atti generali” (Acts of general application) – “Code of conduct”.