



Program Innovation Team Assistant

The Connecticut Center for Advanced Technology, Inc. (CCAT), a nonprofit organization founded in 2004 and headquartered in East Hartford, CT, is a dynamic and innovative applied technology organization that leads regional and national partnerships that assist global industrial companies and the manufacturing supply chain across industry sectors in drive advancements, efficiencies, and the adoption of leading-edge technologies.

Our vision is transformative solutions for a connected world, and our mission is to lead the advancement of applied technologies, power the workforce of the future and inspire change.

The Program Innovation Office leads the design, implementation, and continuous improvement of program management processes and tools for all CCAT initiatives including grant programs, projects, proposals, and commercial work. The Office oversees program implementation, tracking deliverables/milestones, reporting, and resource management while driving organizational and process innovation within CCAT. The Office collaborates both internally and externally to drive efficiency and inspire change. The Office also provides data and support to prepare and respond to future grant proposals.

Position Title: Program Innovation Team Assistant

What You'll Do: The Program Innovation Team Assistant is a technology-oriented individual who works at the intersection of event operations, data, and process to support the CCAT Program Innovation Office. This role will coordinate CCAT events including onsite, virtual, and hybrid workshops, tours, meetings, and other activities. In addition, this role will support data organization and reporting and process development for CCAT programs.

Essential Functions and Responsibilities:

- Collaborate with technical subject matter experts to coordinate the development, planning, and implementation of CCAT events
- Import and clean program data and assist with organizing, analyzing, and visualizing data for tracking and reporting
- Support the implementation and maintenance of CCAT database/CRM system(s)
- Maintain the CCAT events calendar and organized event records
- Communicate with speakers, vendors, partners, and customers to ensure event success
- Prepare registration pages, agendas, slide presentations, emails, surveys, and forms
- Assist with event marketing efforts such as writing event descriptions, creating graphics, updating event webpages, photographing events, and supporting social media marketing
- Ensure that events follow the appropriate regulations for safety and export control
- Assist with internal process improvement
- Assist with other Program Innovation Office tasks and special projects as needed

Who You Are:

- You have meticulous attention to detail
- You are comfortable using technology and learning new web/digital tools and platforms
- You are flexible, resourceful, and dependable
- You are customer-oriented
- You believe that planning and organization are key to program success
- You are committed to the CCAT Mission and Vision

Preferred Qualifications:

- **Education:** Bachelor's degree or Associate degree in one of the areas listed below, or equivalent experience
- **Experience:** 2-4 years' experience in technology, business, data, event coordination, operations, communications, marketing, and/or program management; education may be substituted for years of experience
- **Skills:**
 - Technology: technical project team experience, ideally working with technology, business, and vendor teams
 - Data-oriented: comfortable working with and using data to drive improvements
 - Detail-oriented: strong attention to detail and commitment to accuracy
 - Communication: strong oral, written, and visual communication skills
 - Problem Solving: demonstrated troubleshooting skills and able to adapt to changing situations and recommend ideas
 - Experience with or willing to learn:
 - Microsoft 365 Suite, with strength in Excel and PowerPoint
 - Event and virtual meeting platforms (e.g., Eventbrite, Zoom, etc.)
 - Form tools (e.g., Microsoft Forms, Google Forms, etc.)
 - Customer Relationship Management (CRM) platforms (e.g., Salesforce)
 - Audio visual equipment
- **Must fulfill ITAR (International Traffic in Arms Regulations) citizenship requirements.**

Do you believe that you could be a great fit for this role? We are willing to train the right individual and encourage you to apply even if you don't exactly meet all the preferred qualifications.

Physical Demands & Work Environment:

Continually operates a computer and other office equipment and requires the ability to view and read computer screens and printed material. Frequently communicates with individuals and must be able to exchange accurate information in these situations. Occasionally moves equipment/materials for various program and event needs. Occasionally works in varying conditions, however, generally moderate noise environment (business office with computers and printers, light traffic).

This role will be onsite in East Hartford with some flexibility to work remotely when onsite support is not required.



Reports to: Program Innovation Manager

Manage Others: No

Job Type: Team Assistant

Employee Type: Full Time, Hourly

Travel: In-state travel and possible national

Compensation: Based on qualifications

Relocation: No

CCAT is an Equal Opportunity Employer, M/F/D/V. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. VEVRAA Federal Contractor.

Please send resume and cover letter to Heather Petrone, Human Resources Manager, at hpetrone@ccat.us.