

We are looking for a new team member to join NOVA Impact and support the management of our Entrepreneurship and Innovation programs.

NOVA Impact, based at the Rectorate of NOVA University Lisbon, works with students, professors, researchers, and staff across all NOVA schools and laboratories to foster innovation and entrepreneurship. Our core value is **multidisciplinarity**, and our main areas of focus are:

- **Startup creation and growth:** Supporting the development, maturation, and market readiness of startups emerging from the NOVA ecosystem.
- **Intellectual property and knowledge valorization:** Helping our community protect, develop, and leverage their research results.
- **Engagement with society:** Connecting NOVA's academic community with businesses, partners, and society at large to generate positive impact.

NOVA is a leading research institution, and we are committed to helping our community transform scientific excellence into real value for society. We are looking for someone who shares this mission and is eager to contribute creatively to achieving it.

Your Responsibilities

- Support the planning and implementation of NOVA Impact programs, including both back-office and on-site activities.
- Coordinate activities with internal and external stakeholders.
- Support the organization of events (some taking place after 5 PM).
- Respond to inquiries from students, researchers, and partners.

Profile – Must-Have

- Academic background in Innovation Management, Business, Industrial Engineering or related fields.
- Understanding of and interest in the innovation ecosystem, emerging technologies, and entrepreneurial trends.
- Proactive, dynamic mindset, with strong organizational, coordination, communication, and problem-solving skills.
- Fluency in Portuguese and English.

Profile – Nice to Have

- Understanding of and/or interest in EU funding schemes (e.g., Horizon Europe).
- Skills in design and digital tools (e.g., Canva, Figma) and database tools (e.g., Airtable).

Contract Details

- Duration: **3 to 4 months**, preferably full-time.
- Possibility of extension into a **permanent position**.
- Monthly compensation: **€1,000 – €1,400**.