



## Event Admin

***Become part of the SKInnovation team // 8 hours per week in Innsbruck/hybrid***

The SKInnovation team is looking for new team members. Are you interested to join Europe's largest startup conference on skis? Then this is for you. SKInnovation is looking for admin support. As a thriving startup event we are looking for people just as passionate about event management and the startup scene as we are.

This position is best suited for someone who is looking to commit for at least two years and to develop further in this team (more hours and more responsible possible after the first year).

### **Your tasks:**

- Act as administrative support and Personal Assistant to our founder Kathrin
- Handle day-to-day backoffice tasks and general administration
- Support organization, scheduling, and coordination across teams
- Help maintain structure, overviews, and internal documentation
- Track tasks, follow-ups, and open topics to keep things moving
- Support ad-hoc topics where help is needed across the organization

### **Your profile:**

- Currently studying (ideally in a related field)
- Strong interest in the startup ecosystem and event management
- Very well organized, structured, and reliable
- Solution-oriented mindset with a hands-on attitude
- Ability to work independently and take responsibility
- Comfortable switching between on-site and remote work
- Confident communication in English and German

### **What we offer:**

- 8 hours per week starting from June
- A young and dynamic team with a startup spirit and great passion for the event
- Flexibility within your working schedule

### **About SKInnovation:**

SKInnovation is a startup and innovation conference, held directly on the ski slopes. It takes place every year in March in Innsbruck, Austria. All 1000 participants are on skis or snowboards, talks from our speakers take place in mountain huts, and startup pitches happen on the ski lifts. A key focus this year is further professionalizing and developing the event. We are working with several major players from the Tyrolean (startup) scene to achieve this. More information about the event can be found on our website <https://skinnovation.at/>.

### **Interested?**

Fill out our application form via this link:

If you have any further questions, feel free to reach out to our founder Kathrin ([kathrin@skinnovation.io](mailto:kathrin@skinnovation.io))