

Program Assistant, Food & Beverage Accelerator

Organization: Venture Central, Inc.

Location: Charlottesville, VA (Hybrid)

Reports to: Program Director, Food & Beverage Accelerator

Employment Type: Part-time, Grant-funded (2-year term)

Compensation: \$1600 per month, not to exceed 80 hours per month

Anticipated start date: September 1, 2026

About Venture Central

Venture Central is a 501(c)(3) organization focused on supporting the entrepreneurial ecosystem in Central Virginia. We connect entrepreneurs to resources, partners, and opportunities in Central Virginia and support programs and projects that advance the region's economy through entrepreneurship and business scale-up. Venture Central is an equal opportunity employer committed to building a diverse and inclusive team.

About the Role

The **Food & Beverage Accelerator Program Assistant** provides core operational support to an accelerator designed specifically for growth-stage food and beverage CPG manufacturers. Working closely with the Program Director, the Program Assistant keeps program delivery running smoothly — coordinating monthly workshops, coaching sessions, and expert consultations at rotating locations across Central Virginia, managing participant communications and logistics, and maintaining the accurate records that support grant reporting.

The accelerator serves cohorts of 8–10 food and beverage companies through monthly workshops, individualized 1:1 coaching, expert consultations, and peer networking sessions, delivered in a hybrid format across Central Virginia. Because the Program Director travels 30–40% of the time and juggles coaching, partnerships, and reporting, the Program Assistant plays an essential role in ensuring consistent, high-quality communications delivery to participants.

Key Responsibilities

Scheduling, Logistics and Communications

- Schedule workshops, coaching sessions, and expert consultations across the cohort calendar
- Coordinate venue arrangements across rotating locations
- Manage the logistics of hybrid (in-person and virtual) program delivery throughout Central Virginia
- Serve as a point of contact for cohort logistics, reminders, and materials distribution

Data & Records

- Maintain participant records and coaching documentation in the CRM system
- Track attendance and deliverables across the cohort
- Support outcome data collection that feeds quarterly GO Virginia reports and the final impact report

Event Support

- Prepare and format workshop materials, handouts, and presentation decks in coordination with the Program Director
- Provide in-person setup and materials support for monthly workshops
- Coordinate logistics for Advisory Board meetings and peer-networking events

General Administration

- Provide day-to-day operational and administrative support to the Program Director
- Handle routine administrative tasks that keep program delivery on track

Required Qualifications

- Strong organizational skills, attention to detail, and follow-through
- Comfort coordinating schedules and logistics across dispersed geography and multiple stakeholders
- Familiarity with CRM, scheduling, and collaboration tools (e.g., Notion, MailChimp, Canva, Circle)
- Clear, professional written and verbal communication skills
- Reliable transportation for periodic regional travel in support of in-person events
- Ability to work independently while coordinating closely with a frequently traveling Program Director

Desired Qualifications

- Direct food and beverage industry experience — strongly preferred; supports program depth and organizational continuity
- Experience supporting grant-funded programs, including recordkeeping and outcome reporting
- Familiarity with the Central Virginia business ecosystem
- Prior experience in program coordination, event logistics, or nonprofit operations

Compensation & Benefits

This part-time, grant-funded position pays \$1600/month for approximately 20 hours per week. Venture Central's Employee Guidebook details its policies, procedures, expectations, and offers to employees. Part-time PTO offered (no health benefits). The position offers a flexible hybrid work arrangement and mileage reimbursement for regional travel throughout Central Virginia.

Location & Travel

Venture Central maintains an office on the historic downtown mall in Charlottesville, Virginia. Employees must have reliable transportation. This role is Charlottesville-based and hybrid, with periodic in-person travel across Central Virginia (Charlottesville and surrounding counties) to support workshops and program events.

How to Apply

To apply, please send your resume, a cover letter, and three professional references to people@cicville.org with "Program Assistant" in the subject line. Applications will be reviewed on a rolling basis and accepted through July 30th. We encourage early applications.