

# We are looking for a *young-creative* to join our Polish-Ukrainian Start-Up Cooperation Project!



**COOPERATION FUND**  
Foundation

We are one of the first and largest institutions established in Poland to coordinate foreign assistance programs. Since 1990, the Foundation and its subsidiary CoFund has coordinated and audited more than 1 700 projects with a total value of PLN 10,2 bln.

Based on the experience in entrepreneurship and start-up support programmes, the Foundation on behalf of the Polish Ministry of Investments and Economic Development is launching a two-year project focused on the innovative initiatives from the neighboring Ukraine. The Cooperation Fund Foundation is tasked with the efficient operational implementation of its core activities.

## Who are we looking for?

- An easy-going creative, and engaged individual to join our multicultural team based in Warsaw.
- A team-player who is not afraid to take the initiative
- Fluent in English & Ukrainian (native speaker of the second one is preferred), communicative in Polish will be appreciated
- An in-depth understanding of project management (especially an initiation & planning stages) supported by own experience or constructive point of view
- A sensible speaker, ready to give speeches and spell constructive criticism
- Awareness of the main startup organizations and communities in Ukraine and Poland



## We also appreciate candidates who:

- Have a keen interest in emerging technologies and startup community
- Want an exposure to the eastern european venture capital market
- Want to bridge the gap between big corporates and young businesses
- Are eager to become an expert in all of the above

## Among Your Key Responsibilities will be:

- Assisting Operational Manager in scheduling of the activities in 5 regions of Ukraine
- Taking care of the logistic challenges of the delegates
- Assisting Mentors during the workshop sessions
- Writing eye-catching press releases to social media channels
- Building relations with trans-national partners

## What do we offer:

- A two-year full time contract
- Frequent, fully paid business trips to major Ukrainian cities
- Personal and professional development within one of the largest NGO in Poland
- Exposure to both public and private sector processes and workflows
- Challenging environment of emerging technologies with a high level of risks
- Hands-on experience tracking the financial flows in the whole CEE region
- Cooperation with the largest VC Funds in Poland

### Join us!

Contact us directly:  
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