

Jobs

ViralMoment (CMU Swartz Center VentureBridge startup): Administrative Assistant/Social Media Content Coordinator, Sales & Growth Account Manager & Senior Data Engineer – *See the list of jobs below. Contact sheyda@viralmoment.com if interested.*

One Valley: Innovation Center Coordinator

Blastpoint: Business Development Rep, Director of Marketing, Data Engineer, Data

Scientist Gather AI: Implementation Engineer

Office Hours

Ongoing: 30 minute office hours with Headstorm

Chatham University Center for Women's Entrepreneurship

AlphaLab; AlphaLab Gear; Innovation Works: Sign up for office hours

Laconia Capital Group (Venture Capital Fund): Sign up for office hours

Resources

Join the CMU Entrepreneurship Slack

Join the Web3Pgh Community

CMU Alumni Community Entrepreneurship Group

99 Tartans: Connecting CMU Alumni Investors with CMU Founders

CMU Tech & Entrepreneurship Job Board

Black Tech Nation

Apply for CMU's Undergraduate Entrepreneurship Club I-Fund

Pittsburgh Startup Community Newsletter

Pittsburgh Startup Jobs (Innovation Works)

Join Pgh.RustBuilt.org: The Hub for Pittsburgh's startup community

Start-up Space

Coworking space at Fulton Commons

Viral Moment Jobs:

Job Description: Administrative Assistant and Social Media Content Coordinator

Company Overview:

We are an AI startup located on Stanford's Campus in Palo Alto, CA. Our company is focused on developing cutting-edge technologies and solutions that push the boundaries of artificial intelligence. Our AI watches social video to see what is trending and to facilitate research on platforms like TikTok, and Youtube shorts. We foster a fun and collaborative work environment where creativity and initiative are highly valued. As we continue to grow rapidly, we are seeking a talented and organized Administrative Assistant and Social Media Content Coordinator to join our team.

Position Overview:

We are looking for an Executive Assistant and Social Media Content Coordinator who will provide comprehensive administrative support to the CEO, Chels, and our team while also assisting the CEO with the creation and scheduling of Chelsie's and the company's social media content. This role requires exceptional organizational skills, strong attention to detail, excellent communication abilities, and a passion for social media and marketing. As a vital member of our team, you will contribute to enhancing our brand presence and increasing our online visibility.

Responsibilities:

1. Administrative Support:

- Manage the office calendar, schedule appointments, and coordinate meetings.
- Prepare and distribute internal communications and announcements.
- Organize and maintain physical and digital files, records, and documents..
- Ensure smooth operations.

2. Social Media Content Coordination:

- Collaborate with Chelsie and growth and marketing support to develop engaging social media content strategies.
- Create and curate engaging content for various social media platforms (e.g., Twitter, LinkedIn, Instagram Reels, TikTok, YouTube Shorts).
- Develop a content calendar and schedule posts in advance using social media management tools.
- Film content with Chelsie in batches on a weekly basis

- Monitor social media channels, respond to inquiries and comments, and engage with the online community.
- Track and analyze social media performance using analytics tools, providing regular reports and insights.
- Stay up-to-date with industry trends and competitor activities to identify opportunities for improvement.
- Assist in the planning and execution of social media campaigns and promotions.

Qualifications:

- Strong proficiency in social media platforms and social media management tools.
- Excellent written and verbal communication skills.
- Ability to create engaging and compelling social media content.
- Familiarity with analytics tools to measure social media performance.
- Exceptional organizational skills and attention to detail.
- Ability to multitask and prioritize tasks effectively.
- Self-motivated and able to work independently, as well as part of a team.
- Knowledge or interest in artificial intelligence and technology.

Join our energetic and collaborative team, and contribute to the growth and success of our exciting AI startup. If you are passionate about social media, have excellent organizational skills, and thrive in a fast-paced environment, we want to hear from you!

To apply, please submit your resume, along with a cover letter highlighting your relevant experience and why you are interested in joining our team.

Expected: 15 hours/week, 1 day/week in person on Stanford Campus.

Job Description: Sales and Growth Account Manager

Company Overview:

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boundaries of artificial intelligence. Our AI watches social video to see what is trending and to facilitate research on platforms like TikTok, and Youtube shorts. We foster a fun and collaborative work environment where creativity and initiative are highly valued. As we continue to grow rapidly, we are seeking a talented and organized Sales and Growth Account Manager to join our team.

Position Overview:

We are looking for a Sales and Growth Account Manager who will work closely with the CEO, Chels, and our team to plan and execute our sales strategy. This role requires exceptional organizational skills, strong attention to detail, excellent communication abilities, and a passion for digital media and AI. As a vital member of our team, you will contribute to driving market share and helping ViralMoment to grow.

Responsibilities:

- Identify new business opportunities and generate leads by prospecting, and engaging in outbound sales activities.
- Qualify and develop customer relationships through the sales funnel. Assist with preparing and deploying demos and materials to facilitate sales.
- Build and manage strong relationships with clients, providing exceptional service and support throughout the entire customer lifecycle.
- Collaborate with the marketing team to develop and execute sales strategies and campaigns, targeting relevant industries and verticals.
- Deliver compelling product demonstrations and presentations to potential clients, showcasing the value and capabilities of our AI-powered social video analysis platform.
- Understand customer needs and tailor our solutions to address their specific challenges and objectives, effectively articulating the value proposition.
- Actively monitor market trends, competitor activity, and industry developments to stay ahead of emerging opportunities and challenges.
- Collaborate closely with cross-functional teams, including product development and customer success, to ensure a seamless customer experience.
- Meet and exceed sales targets, consistently striving for excellence and contributing to the overall growth and success of the company.

Qualifications:

- Excellent communication and presentation skills, with the ability to articulate complex ideas in a clear and concise manner.
- Strong interpersonal skills, with the ability to build and maintain relationships with clients at various organizational levels.
- Results-oriented mindset with a track record of meeting or exceeding sales targets.
- Self-motivated and proactive, able to work independently and as part of a collaborative team.
- Demonstrated ability to adapt to a fast-paced and evolving startup environment.
- Familiarity with social media platforms and trends is a plus.
- Passion for technology, AI, and the digital landscape.

Join our energetic and collaborative team, and contribute to the growth and success of our exciting AI startup. If you are passionate about media and culture, have excellent organizational skills, and thrive in a fast-paced environment, we want to hear from you!

Send an email, carrier pigeon, smoke signals, or just your most recent resume and a fun introduction about yourself to chelsie@viralmoment.com. We can't wait to welcome you to our story.

Expected: Full time, remote

Job Title: Senior Data Engineering

Location: Your Home, The Beach, A Cafe - Wherever! (Yes, it's Remote)

Calling all data wranglers! Our AI video analytics startup is currently on the hunt for a Senior Data Engineer who's not afraid to dive into the wild and untamed world of startups. This role is the heart of our organization and you'll have a high-flying impact on our client-facing products.

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Your Action-packed Adventure:

- Architecting, maintaining, and revolutionizing our backend infrastructure
- Crafting, fine-tuning, and automating sleek data pipelines
- Teaming up with our data gurus to optimize data systems and add a sprinkle of your genius to our data models
- Joining forces with the frontend to meld user-facing components with server-side
- Owning and driving projects that have a direct and thrilling impact on our clients

Your Superpower Skillset:

- 5+ years of Python programming experience
- 3+ years of experience with AWS services
- Experience with Airflow is a plus
- Knowledge of JavaScript is a plus
- Experience with Machine Learning a plus
- Demonstrable experience with data pipeline architecture, including building, maintaining and automating
- Proven experience working in a fast-paced startup environment is preferred
- Familiarity with working on small teams is preferred
- Prior experience with big data is preferred

Your Heroic Traits:

- Self-starter, able to deliver projects on time and handle the pressure of a fast-paced environment
- Strong problem-solving skills, with a creative and analytical mindset
- Excellent communication and collaboration skills

If you're a seasoned engineer with an extensive grasp of backend systems and data, and the idea of a fast-paced workplace gets your heart racing, we're already excited about the possibility of you joining our band of innovators.

Send an email, carrier pigeon, smoke signals, or just your most recent resume and a fun introduction about yourself to sheyda@viralmoment.com. We can't wait to welcome you to our story.

