



Job Title: ClimateTech Incubator Operations Associate

Job Level: Full-Time (Hourly)

Job Summary:

Greentown Labs, a mission-driven social enterprise, proudly fosters a vibrant culture emphasizing teamwork, positivity, personal growth and passion. We seek employees who share our zeal for clean technology, sustainability, entrepreneurship, and wish to grow with a thriving organization. As the largest climatetech startup incubator in North America, the mission of Greentown Labs is to enable entrepreneurs to focus on their inventions that will solve the world's most pressing climate and environmental problems

This position will report directly to both the VP of Operations and the and will play a key role in supporting day-to-day operations of over 90 different start-up companies and third-parties associated with the incubator. This position will help ensure smooth and seamless functioning of the "member resources" offered to member companies and will also support community-focused endeavors to match the needs of our current and projected membership.

Primary Responsibilities of this Role:

- Work with the Greentown team and Greentown members on strategies to make a supportive and one of a kind ecosystem and incubation space for clean tech companies
- Support in managing, presenting, and analyzing member data through Salesforce updating and reports
- Work with other members of the operations team to promote OSHA (Occupational Safety and Health Assoc.) compliance and support safety training and enable safe use of all equipment
- Update, maintain, and develop the Greentown Resources and Information Directory AKA GRID (intranet coworking software platform)
- Engage with our larger community Slack channels for support and event promotion
- Perform on-site facility, equipment and office space checklists, inspection, and management
- Develop more efficient systems to provide access to shared equipment while ensuring users are complying with safety programs
- Support the management of our internal ticketing system, JIRA, and respond to members in a professional manner
- Help in planning meetings to design and implement solutions to COVID-19 planning in the incubator environment
- Be able to rapidly take on new responsibilities in a fast-paced growth environment



Required Skills and Experience:

- Science, engineering, business, marketing or related major with a strong academic record
- Extracurricular activities demonstrating a strong interest in sustainability, troubleshooting, hardware hacking, energy, clean technology and/or climate action
- Relevant experience displaying initiative and leadership
- Ability to prioritize and juggle multiple tasks at once
- Be able to lift 40 pounds of weight
- Excellent written & verbal communication skills
- Can-do attitude & an eagerness to learn!
- Familiarity and comfort using a range of equipment is a plus, including: 3D printers, laser cutting systems, CNC machine(s), mills, drill presses, saws, bending/breaking tools.

Benefits + Perks:

- A flexible, fun, supportive working environment;
- Access to the largest climatetech incubator in North America which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities.

Next Steps:

- Please upload your resume and cover letter on NUWorks. Your cover letter must address why you're a good fit and why we would be psyched to have you join us.

Compensation: \$17 / hr

Equal Opportunity:

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. Greentown Labs is an equal opportunity employer.

About Greentown Labs:

Greentown Labs is a community of bold, passionate entrepreneurs creating solutions for today's biggest climate and environmental challenges. Located in Somerville, Massachusetts, and



Greentown Labs

Job Description
September 2020

founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest cleantech incubator in North America, operating a 100,000 sq. ft. campus comprised of prototyping and wet lab space, shared office space, a machine shop, electronics lab, and a curated suite of programs and resources. Greentown Labs is home to more than 100 startups and has supported more than 250 startups since its inception. These startups have collectively created more than 6500 jobs and have raised more than \$850 million in funding. The incubator's mission is to provide entrepreneurs with the community, resources, and space they need to thrive. For more information, please visit www.greentownlabs.com or on [Twitter](#), [Facebook](#), or [LinkedIn](#).