



Job Title: Houston Climatetech Incubator Associate

Job Level: Full-Time Co-op (Hourly)

Job Summary:

Greentown Labs, a mission-driven social enterprise, proudly fosters a vibrant culture emphasizing teamwork, positivity, personal growth and passion. 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. [Greentown Labs is expanding to Houston in 2021](#) to be the first climatetech-focused incubator in the city and serve as an on-the-ground catalyst for climate action in Houston. We seek employees who share our passion for climatetech, sustainability, entrepreneurship, and wish to gain experience with a rapidly growing organization.

Greentown Labs is committed to accelerating the clean energy transition and is looking for a Houston Launch Associate (intern) to support the successful launch of the new Houston incubator in 2021. This position will work closely with Greentown Houston and headquarters (HQ) team members focused on the Houston expansion - including the Launch Director-Houston, the Operations Lead-Houston and the Chief of Staff. Given the current situation regarding COVID-19; we expect this to be a fully virtual, but full time position throughout Spring 2020.

The Associate will play a key role in developing the community, from engaging in event organization to recruiting new climatetech startups and founders to the community. The Associate will play a key role in organizing and executing community events as well as contributing to the marketing efforts that support these events, the incubator, and our expansion to Houston. Additionally, this position will support the creation of marketing content, such as blogs, social media, flyers, or newsletters, for Greentown Labs' various communications channels to promote Greentown Houston's news, members, partners, events and thought-leadership. Finally the associate will support and document conversations around operations and fundraising.

Primary Responsibilities of the Role:

- Work with the Greentown Houston team to build a supportive ecosystem and incubation space for climate and cleantech startups in Houston
- Provide planning and execution support of community programming initiatives including Lunch & Learns, Founder Speaker Series, EnergyBars and other types of meetups
- Spearhead event planning and day-of execution for both community and external events in collaboration with the Greentown Houston and HQ teams



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- Develop marketing content for Greentown Labs social media channels, website, and newsletters and support other marketing campaigns
- Provide ongoing support as needed in the startup recruitment, evaluation, support, and onboarding and in partner engagements such as data entry, reporting, and materials preparation
- Maintain data management and tracking of startup and corporate partner pipelines using Salesforce CRM
- Assist with the creation, localization, and distribution of member resources and benefits
- Develop post-onboarding drip marketing campaign to effectively connect to members to resources
- Be able to rapidly take on new responsibilities in a fast-paced growth environment

Required Skills and Experience:

- Science, engineering, business, or related major with a strong academic record
- Extracurricular activities demonstrating a strong interest in sustainability, clean technology and/or climate action, & energy
- Looking for evidence of relevant experience where the candidate displays initiative and leadership.
- Ability to prioritize and juggle multiple tasks at once
- Capacity to predict and plan around potential operational failures
- Excellent written and verbal communication skills
- Can-do attitude and an eagerness to learn
- Familiarity with Mailchimp, Eventbrite, Canva, Salesforce, video conferencing platforms (e.g., Zoom/Remo) and basic design skills are a plus
- Experience with startups a plus

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.

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.



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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 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](#).