

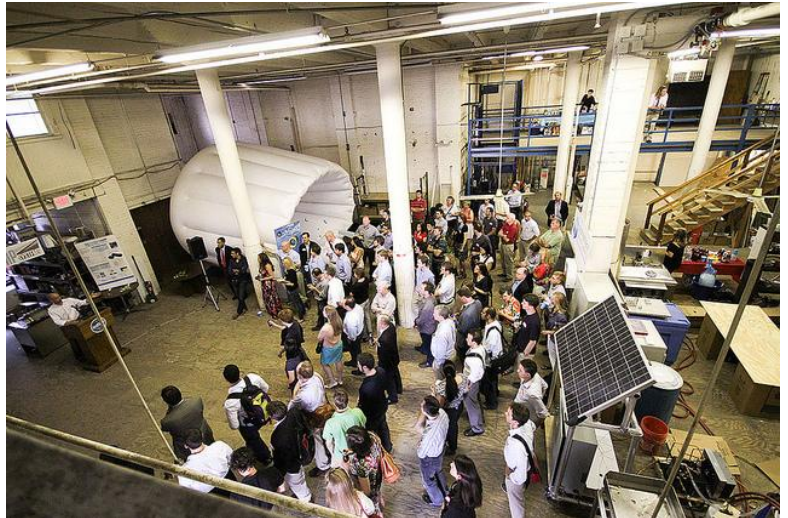


Internship Opportunity: Events and Operations Coordinator

Greentown Labs is seeking a dynamic individual to help organize our events and assist in the outreach, marketing, and operations of our unique clean energy incubator.

Who We Are

Greentown Labs is a Boston-based incubator for early-stage clean energy companies. Greentown Labs provides the facilities, resources, and networks that help entrepreneurs launch their clean energy ventures. From our 14,000 square foot facility, members gain access to a variety of services – including prototyping space, machine tools, welding and cutting equipment, and an electronics laboratory. Founded and managed by clean energy entrepreneurs-in-residence, Greentown Labs currently provides research & development space to thirteen early stage companies. Greentown Labs is conveniently located 3.5 blocks from Boston's South Station in Boston's newly titled Innovation District.



The Position

Our Events and Operations Coordinator will work directly with our managing director and charter member companies to help manage day-to-day activities at the incubator and to organize clean technology events held at Greentown Labs.

Primary Responsibilities

- Organize and manage monthly Greentown clean technology events
- Work with members, building management, vendors, and others to streamline day-to-day incubator operations
- Create marketing content and materials relating to Greentown Labs, our sponsors, and member companies
- Promote Greentown activities and events through web, social media, sponsors, and partner organizations
- Provide tours of Greentown to prospective member companies and high-profile visitors

Qualifications

- Undergraduate, graduate student, recent graduate, career switcher, or budding clean energy entrepreneur
- Great attention to detail and the ability to plan and coordinate high-quality events
- Passion for green technology and clean energy innovation
- Good sense of humor, great people skills, flexible work style, and fun attitude

This position is available immediately and requires a minimum commitment of 3 months. We estimate this to be a 15-20 hour per week time commitment, to be performed on-site during regular business hours.

Our ideal candidate will leverage this position as an opportunity to break into the clean energy sector or to launch their own clean technology venture from Greentown Labs. Compensation will consist of free full-time access to Greentown labs, including a private desk, Internet access, kitchenette use, coffee service, free printing, use of our conference rooms, and access to all shared prototyping hardware, software, and machine tools.

Interested applicants should mail their resume, a brief statement of interest, and available start date(s) to info@greentownlabs.org.