

Program Coordinator, Cleantech Open Northeast

Dates: January - June 2021

Hours: 35 hours/week for up to 24 weeks

Compensation: \$16/hour

The Program Coordinator assists the Regional Director and Program Manager in executing the annual Cleantech Open Accelerator Program. The accelerator program supports early stage companies in the cleantech space through mentorship, training, visibility, and access to capital. The Program Coordinator works closely with entrepreneurs, industry experts, motivated volunteers, and partner organizations across the Northeast. The primary responsibilities include communications, event planning, and data analysis. The Program Coordinator gains insight on the latest clean energy technologies developing in the Northeast. This is an excellent opportunity to gain exposure to innovation, entrepreneurship, and sustainability efforts in the Northeast and to build your network.

Key Responsibilities:

- Communications:
 - Take the lead on a recruiting campaign targeted at partners; the purpose is to develop stronger relationships with partners who will help us source startups, mentors, and volunteers
 - Draft emails to Cleantech Open Community regarding announcements, event invitations, and thank you's
 - Develop content for Cleantech Open Northeast Facebook, Twitter, & LinkedIn
 - Provide customer support to startups and mentors using Cleantech Open portal
 - Conduct alumni interviews for blogs
- Event Planning
 - Support Program Manager with developing agendas and virtual event structure
 - Delegate tasks to event volunteers
 - Send reminders and post-event surveys to attendees
- Data Analysis
 - Assist Program Manager in updating multiple contact databases (entrepreneurs, mentors, partners, and sponsors)
 - Compile feedback from surveys

Candidates will have experience in the following areas:

- Excellent communications skills
- Experience in Excel, Google Docs, Sheets, and Forms
- Customer service experience
- Knowledge and facility with Social Media
- Interest in clean technology, environmental issues, innovation and entrepreneurship

To apply: send a resume and cover letter addressed to Beth Zonis, Northeast Regional Director bzonis@cleantechopen.org



About Cleantech Open

Cleantech Open is the world's oldest and largest cleantech accelerator and is dedicated to providing entrepreneurs and technologists the resources needed to launch a successful cleantech company. Our mission is to find, fund and foster entrepreneurs with big ideas that address today's most urgent energy, environmental, and economic challenges. A 501(c)(3) not-for-profit organization, the Cleantech Open provides the infrastructure, expertise and strategic relationships that turn clever ideas into successful global cleantech companies. Over the past eight years, the Cleantech Open has awarded over \$5 million in cash and services. During that time, our 1200 alumni companies have raised more than \$1.2 billion in external funding. Fueled by a network of more than 2,000 volunteers, Cleantech Open unites the public and private sectors in a shared vision for making America's cleantech sector a thriving economic engine. For more information, visit us at cleantechopen.org or follow us on [Twitter](#).

About NECEC

NECEC (Northeast Clean Energy Council & NECEC Institute) is the premier voice of businesses building a world-class clean energy hub in the Northeast, helping clean energy companies start, scale and succeed with our unique business, innovation, and policy leadership. NECEC is the Northeast regional affiliate for Cleantech Open, executing the Northeast accelerator and business plan competition and building the region's innovation network with NECEC's successor program for cleantech entrepreneurs, Cleantech Navigate Northeast. Learn more at www.necec.org.