

**Position:** Navigate Program Intern

**Duration:** 12 Weeks

**Schedule:** 20 hours/week

**Location:** Virtual

**Reports to:** Navigate Director

**Start Date:** January 2022. TBC

**Compensation:** \$16/hour

[Cleantech Navigate Northeast](#) is the only year-round, region-wide resource network helping entrepreneurs make quality, targeted connections on a regional scale. Working with leaders from across the region, we get to know cleantech entrepreneurs and their business needs, and provide tailored access to critical resources to develop, scale and succeed as quickly as possible. Through our offerings we facilitate opportunities for entrepreneurs, industry leaders, and professionals to connect, collaborate, and accelerate emerging companies' success.

We are looking for a motivated graduate student to serve as our spring *Navigate Program Intern* to support the program operations, conduct program analysis and manage program data. The intern will gain key insight into the clean energy industry and innovation ecosystem.

NECEC is a clean energy business, policy and innovation organization whose mission is to create a world-class clean energy hub delivering global impact with economic, energy and environmental solutions. NECEC helps clean energy companies start, scale and succeed with our unique business, innovation and policy leadership. To do this, NECEC provides education, connection and advocacy to clean energy businesses through a number of activities and events in each of these areas.

As an Equal Opportunity Employer, NECEC does not discriminate on the basis of race, color, religion, sex, pregnancy status, marital status, national origin, disability, age, sexual orientation, veteran status, genetic information, gender identity, gender expression, or any other factor prohibited by law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

### **Position Responsibilities**

The Navigate Program Intern's specific responsibilities include, but may not be limited to:

- Work directly with Navigate Director and collaborate on program development strategies
- Contact Navigate startups that benefit from introductions to the cleantech ecosystem
- Collect data for reporting and conduct analysis
- Maintain contact database to track partnerships and deal outcomes
- Assist in compiling and organizing program data for periodic reports
- Identify improvement opportunities to program operations and data management
- Analysis of current matching process and suggest improvements to the matching algorithm of the Navigate website
- Assist in executing events, both virtual and in-person as appropriate
- Attend weekly / monthly meetings

### Qualifications and Characteristics

- Previous experience in business management or product development
- Previous experience assisting with and/or developing, manipulating databases
- Independent researcher, with an ability to conduct both primary and secondary research
- Strong analytic skills with the ability to synthesize information, ask insightful questions
- Ability to work independently with strong time management skills
- Dedication to improvement and problem-solving
- Acute attention to detail and strong organizational skills
- Excellent written and oral communication skills
- Enthusiasm for NECEC's mission
- Previous experience and/or knowledge of the clean energy industry is a plus.
- Must meet the eligibility of the Massachusetts Clean Energy Center's Internship Program

### To Apply

To apply, please submit a resume and cover letter, writing sample and two references addressed to **Tricia Dinkel, Navigate Director**, [tdinkel@necec.org](mailto:tdinkel@necec.org) with the subject line "Application for Navigate Internship."

### 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 includes the Northeast Clean Energy Council (a nonprofit business member organization), and NECEC Institute (a nonprofit focused on industry research, innovation, policy development and communications initiatives). NECEC brings together business leaders and key stakeholders to engage in influential policy discussions and business initiatives while building connections that propel the clean energy industry forward.