

**Position:** Navigate Program Co-Op

**Duration:** 6 Months

**Schedule:** 40 hours/week

**Location:** Virtual

**Reports to:** Navigate Director

**Start Date:** January 2021. Date TBC - upon approval from MassCEC

**Compensation:** \$16/hour

## Position Overview

[Cleantech Navigate Northeast](#) is the only year-round, region-wide resource network helping entrepreneurs in the Northeast 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 needed to develop, scale and succeed as quickly as possible. Through our offerings we facilitate top-notch opportunities for entrepreneurs, industry leaders, and professionals to connect, collaborate, and accelerate emerging companies' success.

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.

We are looking for a detail-oriented postgraduate student to serve as our spring *Navigate Program Co-Op* to help grow the network, scout startups and help us refine the current tracking process of Navigate connections. The intern will gain key insight into the Northeast's clean energy businesses.

## Responsibilities

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

- Identify new stakeholders for the program, such as: Partners (incubators and accelerators), investors, corporate strategics
- Scout startups to enroll in the program
- Refine the database of startups
- Contact Navigate startups that benefit from introductions to the cleantech ecosystem
- Update tracking spreadsheets
- Collect data for reporting and conduct analysis
- Identify improvement opportunities to the documents currently in use
- Assist in events organization

- Attend weekly / monthly meetings

### **Qualifications and Characteristics**

- Current undergraduate, graduate student pursuing a master's in business. Technological background a plus.
- Previous experience in business or product development.
- Previous experience assisting with and/or creating, manipulating databases.
- Strong 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.
- Well-organized and detail oriented
- Excellent written and oral communication skills
- Enthusiasm for NECEC's mission
- Previous experience and/or knowledge of clean energy industry 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 addressed to Catarina Madeira, Navigate Director, [cmadeira@necec.org](mailto:cmadeira@necec.org) with the subject line "Application for Navigate Co-Op."

### **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.