

**Summer Innovation Fellow, Cleantech Open Northeast**

**Dates: Summer 2019 (May 16-August 31)**

**Hours: 30-35 hours/week (max 430 hours)**

**Compensation: \$16/hour**

**Location: Boston, MA**

The 2019 Summer Innovation Fellow will assist the Program Manager and the Regional Director in executing the annual Cleantech Open Accelerator Program in the Northeast. (The Northeast region includes Massachusetts, Rhode Island, Connecticut, New Hampshire, Vermont, Maine, New York, New Jersey and Pennsylvania.) The accelerator program aims to support early stage companies in the cleantech space through mentorship, training, visibility, and access to capital. The Summer Innovation Fellow works closely with entrepreneurs, industry experts, motivated volunteers, and partner organizations in the Boston and NYC cleantech community. The primary responsibilities include communications, event planning, and data analysis. The Summer Innovation Fellow 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.

In 2019 the accelerator runs from the end of May to the end of September. Each startup admitted to the Cleantech Open program is matched with 4 mentors, based on needed expertise and geography. There are online course materials and written deliverables due almost every week. The program begins with a 2-day Academy (business boot camp) in Boston June 10-11, and throughout the summer we hold 5 business clinics in both Boston and NYC (10 events total) where startups get feedback and guidance from experts in our community about topics such as customer discovery, financial modeling, pitching, social impact, and more! The Regional Finals will be in NYC at the end of September. Each year we alternate the Academy and Regional Finals between Boston and New York City. Once a year we hold our Global Forum, which is an opportunity for Cleantech Open startups from around the world to meet, share ideas, compete for additional prizes, and expand their networks.

**Key Responsibilities:**

- Communications:
  - Draft emails to Cleantech Open Community regarding announcements, event invitations, and thank yous
  - Develop content for Cleantech Open NE Facebook, Twitter, & LinkedIn
  - Provide customer support to teams and mentors using Cleantech Open portal
  - Conduct alumni interviews for blogs
- Event Planning
  - Support Program Manager with developing agendas
  - Help organize logistics such as name badges and catering
  - Delegate tasks to event volunteers
  - Send reminders and post event letters and surveys to attendees

- Data Analysis
  - Assist Program Manager in updating multiple contact databases (entrepreneurs, mentors, partners, and sponsors)
  - Design surveys and compile feedback from surveys

**Qualifications:**

- Passion for cleantech and innovation
- Excel/Google Sheets, Word/Google Docs, PowerPoint/Google Slides, and Surveys/Google Forms
- Strong communications and customer service mentality
- Social Media
- Marketing, Mailchimp, Eventbrite, CRM and website management a plus

**About Cleantech Open:**

The mission of the Cleantech Open is to find, fund, and foster the big ideas that address today's most urgent energy, environmental, and economic challenges. The Cleantech Open has established itself as the leader in developing clean technology startup entrepreneurs addressing these challenges. Since 2005 Cleantech Open (CTO) has trained over 1200 early-stage clean technology startup entrepreneurs through its annual business accelerator. A majority of CTO alumni have survived the merciless technology startup "valley of death" and gone on to raise \$1.2 billion and create over 3,000 clean economy jobs. We believe that the solutions to the most critical challenges facing the U.S. today related to energy, environment and the economy will come from the creativity, dedication, and passion of entrepreneurs and inventors. The primary catalyst through which the Cleantech Open has advanced its unique workforce model is via the world's largest and most successful cleantech business competition and networking programs. To learn more about the Northeast Region, visit <https://www.cleantechopen.org/en/page/northeast-en>.

**About NECEC:**

NECEC leads the Cleantech Open accelerator and business plan competition in the Northeast. NECEC 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. Learn more: <http://www.necec.org>.

Interested candidates should email Beth Zonis at [bzonis@cleantechopen.org](mailto:bzonis@cleantechopen.org) with resume and cover letter. Subject line should read: "Application for Summer Innovation Fellow".