

Job Title: Executive Communications Coordinator
Job Location: Somerville, MA
Job Level: Full-time (Exempt)

Greentown Labs, the largest climatetech incubator in North America, is hiring a highly motivated, mission-oriented Executive Communications Coordinator (ECC) to support the day-to-day operations of the organization's Chief Executive Officer (CEO), Dr. Emily Reichert, as she drives the organization's culture, brand, vision, and impact to new heights over the next critical decade for climate action.

The ECC will be a highly organized, motivated, and strongly professional individual with previous executive administrative experience. The ECC's goal will be to maximize the CEO's efficiency, productivity, and impact. To do so, they will build strong relationships and work seamlessly with Greentown's CEO, Chief of Staff (CoS) and the entire Greentown team, based in Somerville, MA and Houston, TX.

The ECC role will support the day-to-day core operations of the CEO, including 1) managing the CEO's inbox, calendar, and travel arrangements, 2) supporting and amplifying the CEO's voice on social media and via events, 3) preparing the CEO for meetings and events through briefings and prep calls, and 4) providing administrative support to the team as needed. The ECC will work in partnership with and report to Greentown Labs' CoS.

Primary Responsibilities of this Role:

1. Manage CEO Inbox, Calendar and Travel

- Manage the CEO's calendar and daily schedule, coordinating and prioritizing incoming requests as well as arranging meetings as requested by the CEO/CoS. This includes communicating and adjusting for scheduling changes and re-prioritization throughout the day/week, coordinating with staff and visitors.
- Support the management of the CEO's email communications and inbox, ensuring timely responses to external and internal requests by the CoS and CEO.
- Manage and arrange CEO's travel schedule and prepare detailed trip briefings for local, national and international trips (flight arrangements, hotels, ground transit, meetings etc.). Be available to adjust the schedule and arrangements in case of last-minute changes or cancellations.

2. Support CEO's Social Media and External Communications

- Provide planning, logistical, and execution support for Greentown Labs' onsite events as directed by the VP of Marketing & Communications or Events Manager.
- Draft and schedule regular posts on CEO's social media platforms, including LinkedIn and Twitter.

3. Prepare for and Support CEO Meetings and Events

- In partnership with the CoS, prepare general briefings and briefing building blocks to ensure the CEO and CoS have the information needed for meetings. This may involve preparing bios and agendas, researching background information, and ensuring distribution of action items after the meeting.
- In partnership with the CoS, support the development of PowerPoint slides and/or other materials as requested for the CEO's internal meetings, press interviews, and external speaking engagements.
- Record notes from the CEO's or CoS's meetings as requested, manage and update Greentown's Salesforce CRM with all contacts/notes post meeting.
- Enter all contacts of the CEO and CoS in Salesforce.
- Greet the CEO's guests and provide impromptu tours as needed.

4. Provide Administrative Support to Team

- Lead and support special projects as needed under the direction of the CEO or the CoS.
- Provide administrative, scheduling, and travel coordination support for members of the Greentown Labs team as requested by the CEO, CoS, or COO.

Required Skills and Experience:

- Bachelor's degree with five years administrative and/or communications experience in a corporate, government or equivalent environment.
- Exceptional, professional oral and written communication skills, including gracious phone/Zoom manner and excellent email etiquette.
- Meticulous attention to detail; strong planning and critical thinking skills with the ability to anticipate needs and actions of the CEO/CoS.
- Comfort with the fast-paced nature of a startup; ability to receive, prioritize and react to information with minimal oversight and adjust on the fly.
- Strong decorum, professionalism, and ability to be discreet in the handling of highly sensitive company information.
- Strong relationship building and interpersonal skills, including respectful, customer-focused attitude towards all with whom the CEO/CoS interacts.
- Ability to work late on some evenings to support the CEO at events.
- Proficiency with Microsoft Word, PowerPoint, Google for Business, Slack, Salesforce, and Zoom or equivalent platforms.
- Mission-driven individual who is motivated by Greentown's mission to support entrepreneurs solving the world's biggest climate and environmental challenges.

BENEFITS + PERKS:

- A flexible, fun, supportive working environment; working alongside amazing people tackling the planet's biggest challenges;

- Generous parental leave policy and benefits package including medical, dental and vision insurance and 401k plan; and
- Work at the largest climatetech incubator in North America which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities.

RECRUITMENT PROCESS + NEXT STEPS:

Please send your resume, a short cover letter—with brief answers to the questions below—and a list of three references to talent@greentownlabs.com. The subject of your email should be “Executive Communications Coordinator: [Your Name].”

The ideal start date for this position is Sept. 13, 2021, if not sooner.

Your cover letter must address:

1. Why you are a good fit;
2. Your salary requirements; and
3. The date you are available to start.

EQUAL OPPORTUNITY:

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply.

Greentown Labs is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.