

**Job Title:** Program Coordinator, Partnerships  
**Location:** Somerville, MA  
**Job Level:** Full-time (Exempt)

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Greentown Labs, the largest climatetech startup incubator in North America, is hiring a Program Coordinator, Partnerships, to support the Greentown Launch team with tactical administration, information management, and coordination for iterations of the Greentown Launch program.

In addition to its two incubators, Greentown Labs runs [Greentown Launch](#), a 12-month partnership acceleration program that helps climatetech get commercialized by fostering relationships between climatetech startups and established corporations. Past iterations of Greentown Launch have spanned industries from offshore wind to circular economy, and have resulted in outcomes including investments, joint development agreements, pilots, licensing deals, and more.

This position reports to the Senior Director of Programs.

**Key Responsibilities:**

- Support multiple concurrent Greentown Launch programs via communications, scheduling, coordination, and administration
- Support Program Managers in managing many stakeholder groups and establishing expectations, deliverables, milestones, and momentum while maintaining high-quality customer service
- Collect and manage information across program lifecycle (application data, survey data, cadence call notes, and more)
- Execute content creation, outreach, and applicant tracking for the recruitment of startup participants, incorporating principles of diversity, equity, and inclusion to build a diverse pipeline of applicants
- Research and examine the startup ecosystem to engage entrepreneurs for participation in relevant Greentown Launch program(s)
- Support Program Managers in planning and executing programming based on participants' business and technical needs
- Collaborate with a team to execute accelerator program events, ensuring impeccable quality, including working occasional evenings
- Connect with climatetech sector leaders and business experts and engage them as volunteers
- Give hands-on support to participating startups and corporate partners as a third-party partner in partnership creation and success

**Desired education + experience include:**

- Bachelor's degree or equivalent in a relevant field
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills

- Comfort with virtual tools—web-conferencing platforms, CRMs (Salesforce), Google Suite, etc.
- Demonstration of delivering customer service to a diverse set of stakeholders
- Experience with project coordination and data management is a plus (may be professional, academic, or volunteer experience)
- Experience in climatetech, climate, environmental justice, or environmental services is a plus (may be professional, academic, or volunteer experience)
- An interest in learning on the job, a can-do attitude, and an affinity for being pushed outside of your comfort zone
- Comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and react to information with minimal oversight
- Curious, eager to learn, and a team player; a “no task is too small” mentality

**Benefits + Perks:** View a comprehensive list of employer-sponsored benefits [here](#). Highlights include:

- Generous parental leave policy and benefits package including medical, dental, and vision insurance and 401k plan
- Monthly MBTA Link Pass and on-site bike racks and showers
- 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:** To be considered for this role, please attach and send a PDF version of your resume, a short cover letter, a list of three references, and brief answers (maximum two paragraphs each) to the three items below to talent@greentownlabs.com. The subject of your email should be “Program Coordinator, Partnerships: [Your Name].” **Failure to follow these instructions will result in an incomplete application.**

**Your cover letter must address:**

1. Why you’re a strong candidate
2. Your salary requirements
3. The date you’re available to start

*The ideal start date for this position is April 1, 2022, if not sooner.*

**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.