



Fall Innovation Intern, Cleantech Open Northeast

Dates: Fall 2022 - September 1 to December 15, 2022

Hours: 20 hours/week for 12 weeks (240 hours max.)

Compensation: \$16/hour

Location: Boston, MA/virtual, with opportunity to work occasionally at Greentown Labs

NECEC is committed to diversity, equity, and inclusion. We embrace a broad range of perspectives that will make our organization stronger and our work more just. We will continuously look inward at our own culture to make sure we're reaching our goal of promoting these values. And, as the voice of the Northeast clean energy industry, NECEC will work with our members and community to embed these values across the industry. We are dedicated to securing a just transition to a clean economy, one that corrects the disproportionate impacts of climate change and secures a better future for all. This is the path to a prosperous clean energy future that benefits all communities.

As an Equal Opportunity Employer, NECEC uses inclusive hiring practices and 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.

How to apply:

Interested candidates should email resume and cover letter to Beth Zonis at bzonis@cleantechopen.org. The subject line should read: "Application for 2022 Fall Innovation Intern."

The 2022 Fall Innovation Intern will assist the Cleantech Open Northeast Program Manager and Senior 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, as well as the Eastern half of Canada.) The accelerator program aims to support early-stage companies in the cleantech space through mentorship, training, visibility, and access to capital. The Fall Innovation Intern works closely with entrepreneurs, industry experts, motivated volunteers, and partner organizations in the region's cleantech community. The primary responsibilities include communications, event planning, and data analysis. The Fall Innovation Intern 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 2022 the regional accelerator runs from the end of May to the end of October. When the Fall Innovation Intern joins the team in September, the startups will have completed all of their Cleantech Open deliverables. There is still more programming, though. The Fall Innovation Intern will play an important role in planning and executing multiple webinars at the end of the accelerator, as well as the Mock Judging event in early September, and the Northeast Regional Finals in person at the end of September. The Northeast Regional Finals will include private pitching, an investor connect, a public showcase, and public pitching and awards celebration.

After the Regional Finals, we prepare the regional winners for the Global Forum in October. The startups in the 2022 cohort will attend the Global Forum in October in San Jose, California. The Global Forum consists of the national pitch competition, a national investor connect event, and a national showcase. Then we work to report and analyze our performance, and prepare for recruiting of new startups in 2023. The Fall Innovation Intern will help the Cleantech Open National team prepare for the Global Forum.

The Fall Innovation Intern will be responsible for social media, weekly communications to the cohort, and keeping good records of all activities. Toward the end of the accelerator program, the Fall Innovation Intern will notify the new alumni about the in-kind offers from sponsors and assist the Program Manager to make sure that everyone who's interested has a chance to apply for relevant products and services.

Each startup admitted to the Cleantech Open program is matched with up to 4 mentors, based on needed expertise and geography. There are online course materials and written deliverables due almost every week. This year's program begins with a virtual 3-day National Academy (business boot camp) June 1-3. Throughout the summer we hold 5 business clinics 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 September 27-28 in the Boston area. Once a year, we hold our Cleantech Open 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 you notes
 - Develop content for Cleantech Open Northeast social media with a focus on Twitter and 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
- Database Management
 - Assist Program Manager in updating multiple contact databases (entrepreneurs, mentors, partners, and sponsors)
 - Design surveys and compile feedback from surveys

Qualifications

- Enthusiasm for Cleantech Open's mission and a passion for cleantech and innovation
- Excel/Google Sheets, Word/Google Docs, PowerPoint/Google Slides, and Surveys/Google Forms
- Strong communications and customer service mentality
- Comfortable using Social Media as a communications tool
- Marketing, Mailchimp, Eventbrite, CRM and website management a plus
- Ability to juggle multiple priorities and to work on cross-functional teams
- Ability to work independently with strong time-management skills
- Dedication to improvement and problem-solving
- A performance-driven personality with an eye for quality and detail
- Well-organized and detail-oriented
- Must meet the eligibility of the Massachusetts Clean Energy Center's Internship Program
 - ***One of the eligibility requirements from MassCEC is that applicants must have a home address in Massachusetts, or be enrolled in a college or university based in Massachusetts.***



About Cleantech Open Northeast

Cleantech Open Northeast is part of Cleantech Open, the world's oldest and largest cleantech accelerator, and is managed by NECEC as the on-the-ground affiliate. Cleantech Open is the world's oldest and largest cleantech accelerator and is dedicated to providing entrepreneurs and technologists the resources needed to launch a successful cleantech company. Its mission is to find, fund, and foster entrepreneurs with big ideas that address today's most urgent energy, environmental, and economic challenges. Cleantech Open provides the infrastructure, expertise and strategic relationships that turn clever ideas into successful global cleantech companies. Fueled by a network of more than 2,000 volunteers, Cleantech Open unites the public and private sectors in a shared vision for making America's cleantech sector a thriving economic engine. Between 2005 and 2020, Cleantech Open Northeast trained more than 450 early-stage clean technology startups through its annual business accelerator. Sixty-eight percent of Cleantech Open Northeast alumni are still in business, and Cleantech Open Northeast alumni have raised more than \$650 million, created more than 3,300 clean economy jobs, and generated more than \$280 million in revenue. For more information, visit cleantechopen.org.

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: necec.org.