



JOB DESCRIPTION: EVENT COORDINATOR

POSITION: FULL-TIME

In this role, you will support the planning, marketing, and execution of various events at Greentown Labs, including but not limited to external ecosystem events, partner events, recruitment events, and community events. The Event Coordinator position provides an opportunity to learn how to successfully promote and market a rapidly growing startup and handle long-term logistical planning for both internal and third-party events.

ABOUT THE POSITION:

Your work as the Event Coordinator will focus on the following key objectives:

Project Management:

- Support the event planning, promotion, and execution of Greentown Labs' public events, external partner events, and the incubator's largest event of the year, Climatetech Summit.
- Support logistical planning and execution for smaller daytime events, including visitor tours, workshops, and lectures, etc.
- Spearhead management of tasks before, during, and after events, including Eventbrite creation, recording management, Zoom creation and execution, Q&A tracking, etc.
- Support event logistics before, during, and after events, including space setup and breakdown, catering support, name tags, signage, vendor support, and more.
- Plan for potential scenarios that could impact the integrity of an event.
- Maintain a working knowledge of the complex needs of a wide variety of events.

Administrative/Other:

- Support the management of Greentown Labs' events calendar to ensure strategic planning and scheduling of events across all Greentown locations.
- Create graphics in Canva or Illustrator for external event promotion.
- Maintain data management and tracking of events, campaigns, and marketing budgets.
- Give general support for the Marketing and Events team and the departments it serves.
- Maintain a commitment to diversity and to serving the needs of a diverse community.

Performs other duties as assigned.

Required Skills and Experience:

- Bachelor's degree or equivalent in a relevant field
- Excellent organization skills and attention to detail
- Excellent written and verbal communication skills
- Experience planning, managing, and executing events
- Experience in climatetech, climate, environmental justice, or environmental services is a plus (may be professional, academic, or volunteer experience)



- Comfort with the fast-paced nature of a startup, including the ability to receive, prioritize, and reach to information with minimal oversight
- Curious, eager to learn, and a team player; a “no task is too small” mentality

WHO WE ARE LOOKING FOR:

You are a hardworking, highly organized, and enthusiastic individual with a can-do attitude who enjoys working with startups. You are a problem solver, detail-oriented, resourceful, creative, and collaborative with strong listening and communication skills. You enjoy working on teams but also thrive when assigned individual projects.

COMPENSATION, BENEFITS, AND LOCATION:

Greentown offers a comprehensive benefits package. The salary for this position begins at \$54,000 and is commensurate with experience. This role is based in Somerville, MA. In addition to a competitive salary, Greentown Labs also offers:

- 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
- Work at the largest climatetech incubator in North America, which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities

TIMELINE AND HIRING PROCESS:

To be considered for this role please send your resume, cover letter, and a list of three references to talent@greentownlabs.com. The subject of your email should be “Event Coord SOM: [Your Name]”. **Failure to follow these instructions will result in an incomplete application.**

Your cover letter must address:

1. Why you’re a good fit and why we would be psyched to have you join us;
2. Your salary requirements; and
3. The date you’re available to start.

The ideal start date for this position is August 15, 2022, if not sooner.

EQUAL OPPORTUNITY STATEMENT:

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.

ABOUT GREENTOWN LABS:

Greentown Labs is a community of climate action pioneers working to design a more sustainable world. As the largest climatetech startup incubator in North America, Greentown



Labs brings together startups, corporates, investors, policymakers, and many others with a focus on scaling climate solutions. Driven by the mission of providing startups the resources, knowledge, connections, and equipment they need to thrive, Greentown Labs offers lab space, shared office space, a machine shop, an electronics lab, software and business resources, and a large network of corporate customers, investors, and more. With its headquarters in Somerville, Mass. and a recently opened incubator in Houston, TX, Greentown Labs is home to 200 startups and has supported more than 450 startups since the incubator's founding in 2011. These startups have collectively created more than 8,400 jobs and have raised more than \$2.2 billion in funding. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).