



**A Team With a Vision of a Healthy and Sustainable Planet,  
Created by Talented Engineers and Entrepreneurs**

**Position**

Operations and Marketing Coordinator

**Overview**

Next Rung Technology (NRT) is a team of 10-15 engineers, providing engineering consulting and execution services to organizations developing and delivering sustainable technologies - with expertise in water, energy, renewables, biotechnology, next-generation foods and materials, and wastewater treatment. NRT is headquartered in Greentown Labs in Somerville, MA with some team members working remotely throughout the US (mostly Northeast).

We are seeking an operations and marketing coordinator to consolidate, organize, and execute various activities across the organization, which will allow our team to more efficiently focus their time. The candidate must be flexible and capable of balancing a variety of different tasks, effectively support and coordinate with all team members, and enjoy working and growing in our fun, dynamic environment.

**Responsibilities:**

1. Generate marketing materials (e.g. case studies, blog posts, newsletters), support marketing outreach and organize internal marketing meeting
2. Review and prep materials to summarize business metrics for quarterly review meetings and internal business analysis
3. Lead resolution of IT issues including coordinating with 3<sup>rd</sup> party IT group, software licenses, Dropbox usage and employee onboarding/transitioning
4. Assess and disseminate company benefits and incentives
5. Organize weekly team coordination meeting, including project needs, team availability and porting workload projections into the forward-looking model on a regular basis
6. Support outreach to possible employees or other subcontractors, and clients
7. Help with monthly client invoicing
8. Attend conferences
9. Generally, lend a hand where needed

**Desired Qualifications:**

- Expert in Microsoft Office Products, computation and graphic (excel) and presentation (PowerPoint) abilities required
- Familiarity with Intuit software
- Strong IT skills, and/or familiarity with website support
- Excellent communication skills
- Experience in financial and account reporting
- Four or more years of proven experience in an operations role or equivalent

This role is expected to be 20-30 hours a week (will consider other), that may be a mix of remote and in-person, with the ability to routinely commute to the NRT office at Greentown Labs in Somerville, MA to engage with team. Hours and schedule are negotiable, and compensation will be based on experience.

Please email [info@nextrungtechnology.com](mailto:info@nextrungtechnology.com) to apply!

**Accelerating the Commercialization of Emerging Technologies!**  
**www.nextrungtechnology.com**

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