



Greentown Labs

2023 Internship Opportunities

Greentown Labs has been hosting interns for close to 10 years and is excited to announce applications are open for our 2023 paid internships. **You must be a current student or graduating this spring to be eligible to apply. Also, you must attend a Massachusetts school or be a resident of Massachusetts if attending a school outside of Massachusetts.**

- 3-month internship program June 1 - August 31 (full-time)
- 6-month internship program July 1 - December 23 (full-time)

Our 3-month internship is best suited for students seeking a summer-only internship. Our 6-month internships are best suited for individuals who can work full+time during the day, including community college students going to class at night, students at universities with co-op programs, and students who will be graduating this May and are looking for a paid internship before searching for a full-time job.

Interning with Greentown Labs is a great opportunity to build your professional experience while working with a diverse team. As a Greentown Labs intern, you will learn about startups working on climate tech, climate justice and clean energy while applying your marketing, operations, and fundraising skills.

Our 2023 Summer Internships are:

- Community Associate - 6-month internship
- Operations Associate - 6-month internship
- Investor Associate (fundraising & partnerships) - 3-month internship

Interns are paid \$18 an hour for the length of their internship. We look forward to seeing your application. To apply, please [complete the application form](#) by April 3, 2023.

If you have questions about the application or application process, please email Equity, Diversity, Inclusion, Justice (EDIJ) Manager Adj Marshall at amarshall@greentownlabs.com.

Job Title: Community Associate

Job Level: Full-time (Hourly)

Compensation: \$18/hr

About Greentown Labs:

Greentown Labs is on a mission to build an inclusive community that convenes, connects, and inspires entrepreneurs and ecosystems to advance climate solutions. As the largest climatetech startup incubator in North America, Greentown brings together startups, corporates, investors, policymakers, and many others with a focus on scaling climate solutions. Greentown believes there is a place for everyone in climatetech and is working to foster a more diverse and equitable climatetech community including women, people of color, first-gen communities, and other underrepresented groups. The incubator provides startups with the resources, knowledge, connections, and equipment they need to thrive including 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 incubators in Somerville, Mass. and Houston, Texas, Greentown is home to more than 200 startups and has supported more than 500 since the incubator's founding in 2011. These startups have collectively created more than 24,000 jobs, raised more than \$4 billion in funding, and generated more than \$9.8 billion in regional economic impact. For more information, please visit www.greentownlabs.com or [Twitter](#), [Facebook](#), and [LinkedIn](#).

Reporting Structure + Position Description:

This position will report to the Sr. Member Experience Manager and support the Community Department. The Community Associate will help with the everyday operations, management, and communications with Greentown Labs' 200+ startup member companies.

The Community Associate will also play a key role in organizing, communicating about, and executing Greentown Labs' community events and resource offerings. This role is an opportunity to learn how to successfully support a startup community, organize vital startup resources, and track key outcomes through data collection and examination.

The Community Associate will work closely with various departments to help build member-facing materials for an intranet platform. They will also support the execution of onboarding new members and reporting key membership statistics.

This role is expected to be on-site at Greentown Labs in Somerville, Mass. at least three days per week, with the option to work remotely two days per week.

Primary Responsibilities of this Role:

- Draft, plan, and design member materials and website content for our internal member portal and member resource catalogs
- Support community programming initiatives including lunch & learns, meetup groups, town halls, and office hours to achieve maximum event attendance and value
- Coordinate data projects through Salesforce, FormAssembly, and other systems
- Update the intranet and other member communications channels, such as Slack
- Manage internal communications such as event promotion through graphic design on Canva, newsletters, intranet messages, etc.
- Plan, promotion, execution of events and other community programming initiatives
- Coordinate event logistics before, during, and after events, including space setup and breakdown, catering support, name tags, signage, vendor support, and more
- Support in managing the delivery of member resources and support including softwares, grant support letters, and office hour execution with partners

Desired Skills + Experience:

- Be able to rapidly take on new responsibilities in a fast-paced growth environment
- Interest in learning more about climate justice, sustainability, clean technology, and startups.
- Relevant experience displaying initiative and leadership
- Ability to prioritize and juggle many tasks at once
- Excellent written and verbal communication skills
- Can-do attitude and an eagerness to learn
- Basic design skills (Canva or similar platform)
- Familiarity with Zoom, Salesforce, Mailchimp or Eventbrite a plus

Benefits + Perks:

- A flexible, fun, supportive working environment
- Access to the largest climatetech incubator in North America, including an awesome community of mission-driven entrepreneurs and endless networking opportunities
- MBTA Pass

Next Steps:

- Please complete this [application form](#). If applying as a co-op, upload any materials needed to your co-op system.

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.