



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: Investor 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 Senior Manager, Investor Program and support the Investor Program, part of the Partnerships Department. The Investor Program Associate will help with the everyday operations, management, and communications with Greentown Labs' 200+ startup member companies.

The Investor Program Associate will support our rapidly growing community of climatetech and climate-oriented startups. This person will ensure that the Investor Program continues to run smoothly and grow in the resources it provides to members and investors, and track key outcomes through data collection and examination.

The Investor Program includes a vibrant set of monthly programming activities that the Investment Associate will support, including the (i) investor newsletter, (ii) deal flow digest, (iv) Greentown team and investor office hours, (v) fundraising forum pitch practice sessions, and (vi) external investor networking events and roundtables.

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:

- Manage inbound investor interest from website, including Salesforce data entry, scheduling introductory calls, and participating in/taking notes on introductory calls
- Conduct research and outreach to build a network of climatetech investors
- On-the-ground logistics for investor-related programming and events
- Maintain of Salesforce data for specialized investor and member lists, reports, and dashboards, utilizing Pitchbook and Crunchbase to fill out necessary information
- Carry out requests for reports pulled from Pitchbook, Salesforce, and other resources
- Confirm and track member attendance at investor programming, both internal and external, through email and Salesforce use
- Conduct research for new fundraising-related member resources
- Manage funding tracker and participate/take notes in member check-ins related to fundraising
- Attend relevant investor and community events to build the investor network at Greentown

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
- Ability and desire to think about process improvement
- Familiarity with Google Suite, Zoom, Salesforce, Pitchbook, or MixMax 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.