



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: Operations 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 operations manager and support the operations team. The Operations Associate will help with the everyday operations, management, and communications with Greentown Labs' 200+ startup member companies.

The Operations Associate will work closely with the Operations Manager to support all the onboarding/offboarding-related processes and tasks to ensure new members are onboarded in a timely manner. In this role, you will also work closely with other members of the operations team on various facility-related projects, such as supporting vendor management and member resources support. This role is an opportunity to learn how to successfully support a startup community, engage with member companies, and collect and analyze data.

This role is expected to be on-site at Greentown Labs in Somerville, Mass.

Primary Responsibilities of this Role:

- Support the operations team with the administrative processes of onboarding and offboarding new hires of existing member companies. Create and issue key fobs, set up access to our community Slack, and manage needed paperwork from member companies
- Collect and review Certificates of Insurance (COIs) to ensure all companies are in compliance with Greentown Labs' policies, update Salesforce database and run weekly reports
- Monitor the internal ticketing system, JIRA, and respond to members professionally
- Assist in documenting policies, standard operating procedures (SOPs), and workflows applicable to the operations team
- Engage with members in response to their office-related questions via our internal communication channels, e.g., Slack and JIRA ticketing system
- Perform on-site facility, equipment, and office space checklists and inspections and help with the upkeep of common areas
- Provide general support for the operations team and the departments it collaborates with
- Occasional front desk coverage support, as needed, and management and sorting of mail

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
- Familiarity with Asana, Canva, and Salesforce a plus, but not required

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.