



Job Title: Strategic Data and Systems Associate

Job Level: Full-Time (Hourly)

Job Summary:

Greentown Labs, a mission-driven social enterprise, proudly fosters a vibrant culture emphasizing teamwork, positivity, personal growth and passion. We seek employees who share our zeal for clean technology, sustainability, entrepreneurship, and wish to grow with a thriving organization. As the largest climatetech startup incubator in North America, the mission of Greentown Labs is to enable entrepreneurs to focus on their inventions that will solve the world's most pressing climate and environmental problems

This cross-functional position will sit on the Operations team and will play a key role in supporting day-to-day operations of the Greentown Labs team that supports over 90 different start-up companies. This position will help ensure smooth and seamless functioning of the incubator through data collection, systems establishment and maintenance, and administrative support. This Associate will also support virtual tools used by the team to facilitate seamless collaboration and communication.

Primary Responsibilities of this Role:

- Work with the Greentown team to improve strategic management and communication of data on Greentown Labs, its partners, and its members through implementation of Salesforce and other platforms
- Provide basic administrative responsibilities and hands on technical implementation support within Salesforce and other data management platforms
- Spearhead development of documentation, systems, and trainings for Salesforce users
- Help train new users and continue education for existing users on new feature releases for Salesforce, Asana, Zoom, and other tools for team collaboration and communication
- Manage, analyze, and present Operational data for the company and on our member companies
- Assist with data entry and onboarding and offboarding of members in Greentown's systems
- Update, maintain, and develop the Greentown Resources and Information Directory AKA G.R.I.D (intranet coworking software platform)
- Be able to rapidly take on new responsibilities in a fast-paced growth environment

Required Skills and Experience:

- Science, engineering, business, or related major with a strong academic record
- Experience with Salesforce or CRM software is preferred



Greentown Labs

Job Description
September 2020

- Extracurricular activities demonstrating a strong interest in sustainability, clean technology and/or climate action, & energy
- Looking for evidence of relevant experience where the candidate displays initiative and leadership
- Ability to prioritize and juggle multiple tasks at once
- Capacity to predict and plan around potential operational failures
- Excellent written and verbal communication skills
- Positive, can-do attitude and an eagerness to learn
- Familiarity with Salesforce, Asana, video conferencing platforms (e.g., Zoom/Remo) and basic design skills are a plus
- Experience with startups a plus

Compensation: \$17.00 / hr

Benefits + Perks:

- A flexible, fun, supportive working environment with a thriving physical and virtual community of over 400 members
- Access to the largest climatetech incubator in North America which includes an inspiring community of mission-driven entrepreneurs and endless networking opportunities.
- Frequent virtual events and opportunity to extend your network

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.

About Greentown Labs:

Greentown Labs is a community of bold, passionate entrepreneurs creating solutions for today's biggest climate and environmental challenges. Located in Somerville, Massachusetts, and founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest cleantech incubator in North America, operating a 100,000 sq. ft. campus comprised of prototyping and wet lab space, shared office space, a machine shop, electronics lab, and a curated suite of programs and resources. Greentown Labs is home to more than 100 startups and has supported more than 250 startups since its inception. These startups have collectively created more than 6500 jobs and have raised more than \$850 million in funding. The incubator's mission is to provide entrepreneurs with the community, resources, and space they need to thrive. For more information, please visit www.greentownlabs.com or on [Twitter](#), [Facebook](#), or [LinkedIn](#).