



Job Title: *FORGE Event Marketing Associate*

Job Level: Full-Time (Hourly)

FORGE is a 501(c)3 on a mission **to help innovators navigate the journey from physical prototype to impact at scale**. We do this with a unique focus on manufacturing, working with a broad range of startups with physical products or components across sectors including robotics, medical devices, cleantech, agriculture, advanced materials, and more.

FORGE connects innovators with manufacturers. The goal is to break down barriers to scale, and the numbers speak for themselves: startups we have helped boast an incredible survival rate of over 85%, resulting in impactful products making it to market.

Job Summary: This is a full-time equivalent, hybrid (in-person and remote) hourly coop/ intern position with an understanding that the successful candidate will need to come in person to the office at least 1 days/week, which may include in-person events as required including occasional evenings.

This role will report to and primarily support our Director of Partnerships based in the Somerville Office and offices in Somerville, Lowell and Springfield, MA and CT. The person will help organize in-person and virtual events, craft invitations, curate lists, and support developing the outreach campaigns to attract target audiences. At the events, you will help set up and manage registration, greeting the audience. You will also help us maintain and organize our information systems.

**Major Responsibilities & Job Expectations:**

- Help organize both virtual and in-person events logistics including but not limited to: signage, handouts, AV, and refreshments
- Help ensure visibility of events and help drive appropriate attendance by drafting:
  - engaging registration pages, helping to promote events through community calendars,
  - supporting social media communication, all with input from the event lead and the external marketing firm
  - Reminders and follow-up emails for FORGE-run and related events
- Proactively research and identify manufacturers, and prospective sponsors that we can engage
- Help gather evaluations/surveys and testimonials, and identify success stories

- Maintain accurate and up-to-date records of impact and goals performance data, using and optimizing Salesforce database

\*Other duties and responsibilities may be assigned as needed

### **What are we looking for?**

You are: relationship-oriented, hard-working, organized, and enthusiastic. You're driven with an entrepreneurial spirit. You're resourceful, collaborative, and enjoy working on teams but also taking on individual projects.

You are passionate about the mission, supporting innovation, and the value of local manufacturing, building community, and driving impact for innovators making physical products.

### **Your strengths & experience include:**

- Prior work/internship experience preferred
- Excellent project and detail management with experience managing events
- Being a team player who operates well both independently and collaboratively
- Strong written and verbal communicator
- Ability to enter data in a manner that is clean, accurate, and detailed
- Flexibility to manage shifting priorities quickly and efficiently
- Fluency with Microsoft Office Suite and Google Drive
- Experience within Canva (ability to work with shared templates) or with other design software a plus
- Salesforce or general CRM experience a plus
- Asana project software experience a plus
- A marketing or technology background a plus
- Experience in, ties to, and knowledge of the MA region a plus

### **Physical Demands of the Job:**

- Ability to travel to our Somerville office (and occasional events in Lowell and/or Springfield and/or New Haven), work some evenings as needed
- Occasional periods of prolonged standing during set-up for events and during events
- Must be able to lift or move items up to 25 lbs using proper lifting techniques

### **Benefits/Perks:**

- A flexible, high energy, supportive working environment with added perks like bike racks, showers, free flowing coffee and snacks on site
- Immersion in a fun, ever-changing community of innovators, providing connections to disruptors in a wide variety of industries
- A number of community-wide networking and socializing events.
- Network with Innovators who are taking on some of the world's hardest problems
- Hybrid (In-Person and Remote) work policy

*Compensation:* This is a full-time equivalent, non benefited position, for \$18/hour

To apply: Please send your resume and cover letter to [grace@forgeimpact.org](mailto:grace@forgeimpact.org). Your cover letter must address why you're a good fit and why we would be psyched to have you join us, how you learned about the role, and the date you're available to start.

Equal opportunity: FORGE seeks to fully represent our community and constituencies. We provide opportunities for many different voices to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. This helps us amplify those voices in your community. FORGE is an Equal Opportunity Employer and we do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, or basis of disability or any other federal, state or local protected class.