



Job Title: *FORGE Operations Associate*

Job Level: Full-Time (Hourly)

FORGE is a 501(c)3 on a mission **to help startups and innovators navigate the journey from physical prototype through to commercialization and 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: the over 1000 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 (remote and in-person at HQ in Somerville) hourly intern position that will report to and primarily support our Program Director.

The Operations Associate will first and foremost be here to serve our startups, ensuring we provide them with continuous and impactful support, connections, and events. We are looking for an excellent programmatic operator who is excited to support innovation in a fast-paced environment. They will be passionate about data management, research, event and project management, and creating infrastructural efficiencies in order to better support our network of startups and will excel at both collaborating with teammates and working independently. This role will also contribute to organizational growth by supporting FORGE's expansion, assisting with grants, and ensuring the smooth execution of key events. The successful applicant will be someone who can prioritize quickly, is passionate about entrepreneurship and the startup culture, anticipates needs, and has a sense of humor! *In more detail, key responsibilities and expectations, and perks include:*

**Major Responsibilities & Job Expectations:**

- Maintain accurate and up-to-date records of impact and goals performance data, and analyze and report insights from within our Salesforce CRM database
- Support new infrastructure development within Salesforce and other data management and productivity tools
- Ensure maximum communication of information and learning throughout the organization as FORGE grows

- Find opportunities for internal process efficiencies, and research and identify new technology solutions
- Assist with the executive director's scheduling
- Take meeting notes as requested, including but not limited to lobbyist meetings, board notes, ecosystem collaborator introductions, and more
- Assist in the preparation of project materials for team updates and submission to granting agencies, and others, including but not limited to: articles, reports, and presentations
- Support with event set-up, execution, and breakdown as needed
- Help organize and ensure visibility of both virtual and in-person events
  - Organize event logistics, including signage, handouts, AV, and refreshments
  - Support event marketing by drafting engaging registration pages, helping to promote events, and creating social media communication
  - Support with event set-up, execution, and breakdown as needed
- Provide support for organizational fundraising and expansion, helping implement growth initiatives
- Assist with grant-related activities, including gathering data, preparing materials, and supporting reporting requirements.

\*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
- Strong written and verbal communicator with a bias towards action
- Excellent project and detail management with experience in planning events
- Flexibility to manage shifting priorities quickly and efficiently
- Team player with the ability to accomplish tasks both collaboratively and independently
- Ability to enter data in a manner that is clean, accurate, and detailed
- Enthusiasm for our mission to support startups by engaging with manufacturers
- Fluency with Microsoft Office Suite and Google Drive
- Salesforce or general CRM experience

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

- Ability to travel to our Somerville office (and occasional events in Lowell, Springfield, and/or Hartford), 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-\$20/hour based on experience

To apply: Please send your resume and cover letter (optional) to [hannah@forgeimpact.org](mailto:hannah@forgeimpact.org). Your cover letter may 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.