



The role

For our Program Emprendedores Verdes Innovadores, we're looking for a hands-on community beast to manage and develop the participant portfolio and bring it to the next level. In close collaboration with our partners Biointropic and Connect Bogota, you will be connecting with the Program participants, guiding them through the training and prototyping stages, interacting with ecosystem partners and meanwhile identifying the knowledge and communication gaps in our Program. To achieve this you will be joining internal and external events to represent CleantechHUB and strengthen the community. As a Program Community Associate you are focused on planning and executing the program with its Training, Networking and Prototyping components. You will be giving your input to make sure the entrepreneur's needs are covered within the program. Therefore you will closely work together with the startups and entrepreneurs to stay on top of things whilst managing and getting input from the Program mentor pool as well. Working both independently and with our team, you will ensure that the program hits its targets on time, execution is of high quality and startup satisfaction levels are reached.

Your main responsibilities will be:

- Being in the lead on managing the participants in the Emprendedores Verdes Innovadores Program at CleantechHUB;
- Building a strong Green Entrepreneur community by pro-actively engaging with them, and expanding the network and its stakeholders (mentors and ecosystem partners);
- Engage with the Alumni community and support them where needed;
- Execute the company-wide stakeholder engagement strategies within the Program;
- Identifying and integrating the needs of the entrepreneurs into the program;
- Reporting to the Program Lead;
- Representing the program during internal and external events;
- Looking for continuous improvements to the process as the program progresses and capture this knowledge to share with relevant teams;

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info@cleantechhub.net



What makes you the perfect candidate?

You are a real green business and start-up lover who knows how to stay on top of things and find smarter ways to do them. You get a buzz from networking, finding solutions, and see challenges as an opportunity. Your analytical brain can identify areas where optimisation is needed, while your creative brain loves to think along with, support and guide the entrepreneurs and your team. You love improving content and efficiency. You enjoy speaking in front of gathered groups of entrepreneurs and coaches whilst representing what your company stands for. And last but not least you love building strong and meaningful connections because you enjoy working with people.

Must have requirements:

- University Degree (preferably Master's);
- You have some knowledge and deep interest in the Green Business space;
- You have 3+ years of experience in operations, project management and/or events in a startup environment, preferably with a Cleantech focus;
- You are a strong communicator who gains energy from networking and meeting people;
- You're tech-savvy and strive for efficiency;
- You have experience of running teams of 1-3 people;
- You have a proactive, entrepreneurial, results-oriented attitude with an ability to work effectively in a fast-paced organization.
- You are fluent in English and Spanish;

Bonus points:

- You are well connected in the Green Business & Startup domain and have an existing network to corporates, startups and companies who want to drive the energy transition towards a regenerative and sustainable future. Additionally, you like to present and connect with people easily.
- Available September 1st or earlier;

Start: ASAP

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Availability: 20-30 hours per week.

Duration: This is a short-term position.

Remuneration: Based on experience and knowledge.

Location: Bogota or Remote Colombia (under the Colombia contract)

If you have any further questions about the role, please don't hesitate to contact Luisa Mejia (luisa.mejia@cleantechhub.net).

**The successful applicant are subject to reference checks.*

A bit about CleantechHUB

CleantechHUB launched in 2019 in Bogota as one of Latam's first cleantech incubators/accelerators. Today, CleantechHUB is an international ecosystem builder that supports and empowers the best startups on their way to success across different domains, amongst others: Clean Energy, Circular Economy, Food Systems, Adaptation, in Colombia and Mexico. CleantechHUB provides startups with access to capital, market, community and expertise by connecting them to partners, investors, mentors and the wider CleantechHUB network.

CleantechHUB also creates programs that are customized to boost collaboration between startups and corporates, driving faster access to co-creation, commercial partnerships and investment.

Since its inception, CleantechHUB more than 80 startups in different stages have participated in our programs and supported them in their journey to raise capital and create jobs. CleantechHUB is an international team of 10+ professionals dedicated to empowering green business owners to deliver positive environmental impact and change the world for the better.

For more information please visit the [website](#)

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The logo for CleantechHUB Colombia. It features the text "CleantechHUB" in white on a dark blue background. Below this, the word "Colombia" is written in white on a lighter blue background. To the right of the text is a vertical green bar.

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Colombia

A bit about the Program

The Negocios Verdes Innovadores Program is commissioned by the Secretary of Economic Development of Bogota and funded by the Fondo de Inversion Tecnologias y Industrias Creativas of the District of Bogota. 250 green business owners will receive training, networking and prototyping opportunities. Funds are committed to 30 participants by FITIC. Tickets range from COP 30 to 50 million per participating business and are awarded through innovation vouchers.

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