



Manufacturing Programs Associate - RCAP

NextCorps is a non-profit that helps technology-oriented entrepreneurs launch and grow successful startups, and established companies grow their revenues and profitability. NextCorps manages and delivers a number of different programs, including early-stage technology commercialization, business incubation and accelerators, curriculum-based boot camps, and consulting services for manufacturing related projects.

New businesses that plan to mass produce hardware devices, compared to software startups, typically need more support from early concept to design for manufacturing and development of supplier networks in order to bring their products to market. NextCorps has developed programs Scale For ClimateTech and Venture For ClimateTech that help new hardware companies create actionable production roadmaps for scaling their prototype product into a design that is easy to manufacture and mass-produce in New York State. It also provides project support and resources to speed time to market, and reduce risks, waste and costs along the way. More information is available on the NextCorps website (<https://nextcorps.org/>) and For ClimateTech website (<https://forclimatetech.org/>).

The **Manufacturing Programs Associate - RCAP** provides critical operational support for programs that help NextCorps clients with manufacturing related tasks. Critical responsibilities include the following elements:

Recruiting

- Assist in the recruiting process for new clients, contract manufacturers, and others related to the business development and manufacturing processes using virtual or in-person information sessions
- Record information in databases for tracking applicants
- Assist with the review and selection process for prospective clients and manufacturing resources

Program Curriculum

- Assist program instructors with creation and distribution of educational materials, including internet-based systems
- Assist with logistical support for virtual (and on-site, when conditions permit) workshops
- Assist with scheduling and on-site logistics for program partner and manufacturer field trips
- Participate as a facilitator or teaching team member when needed
- Maintain databases to archive program documentation
- Assist with support for on-line programs

Collaboration

- Assist with identification and management of external collaborators/strategic partners
- Assist with reports to funding organizations including financial metrics
- Assist with compiling monthly milestone accomplishments for the program and participants

Marketing and Promotion

- Coordinate published content with NextCorps marketing and media staff
- Assist with planning and creating general informational pieces about the program

Qualifications

- Strong organizational skills, time management, and attention to detail
- Experience in using web-based platforms such as Notion and WebFlow and understanding User Experience/Interface design considerations for developing and delivering educational materials
- Work experience with remote teams using video conferencing tools such as Zoom, WebEx, and Go-To-Meeting is required
- Position requires extensive use of Google Docs, Excel, PowerPoint, Slack, and MS-Word
- Applicants should have a passion for renewable energy and an understanding of the effects of greenhouse gases on the environment
- Interest in entrepreneurial organizations, manufacturing process and technology-based startup culture is critical
- Ability to work some evenings and weekends to support events
- U.S. Citizenship required for working with ITAR registered manufacturers

Relationships

Reports To: Scale For ClimateTech Program Manager
Manages: N/A
Coordinates With: Instructional teams, NextCorps MEP staff, NYSERDA Program personnel, multiple program managers, and president

Additional Details

Location: Sibley Square, 260 East Main Street, Suite 6000, Rochester, NY and/or remote
Work Schedule: Full time - FLSA Non-Exempt; Hourly rate \$20-24/hour depending on experience
Will require some flexibility to meet program delivery

Important Note

NextCorps reserves the right to modify, interpret, or apply this position description in any way the company desires. This position description in no way implies that these are the only duties, including

essential duties, to be performed by the employee occupying this position. This position description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

Qualified employees who, because of a physical or mental impairment that significantly limits a major life activity, require a reasonable accommodation to perform the essential functions of this position should notify their manager.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

To apply for this position

Please email your resume and cover note/letter to resumes@nextcorps.org, with “**Manufacturing Programs Associate - RCAP**” in the subject line. All applications are due by **January 22, 2021**.