



## Startup Manufacturing Program Coordinator

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### Overview:

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 business ventures 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 that help a new hardware venture 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 at <https://forclimatetech.org/> and <https://nextcorps.org/manufacturing-accelerator/>

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

### Program Curriculum

- Assist program instructors with creation and distribution of educational materials
- 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
- Maintaining and updating learning platforms for program material distribution and web-based tools used for startup assessments, feedback, and teaching materials
- Provide support for in-person or virtual programs

### Collaboration

- Work with NextCorps' Manufacturing Extension Partnership staff to prepare agreements for projects that support program participants in their manufacturing readiness efforts
- Participate in 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

### Program Outreach Support

- Coordinate with NextCorps marketing and media staff for case-studies and other materials for future publication that highlight the impact of the program on participants
- Assist with planning and creating general informational materials about the program including support of program collaborators and funders

## Qualifications

- Strong organizational skills, time management, and attention to detail
- Experience in using web-based platforms such as Notion, WordPress, Survey Monkey and Zapier 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
- Position requires use of Google Drive, Excel, PowerPoint, Salesforce, Slack and MS-Word
- Interest in entrepreneurial organizations, manufacturing process and technology-based startup culture is critical.
- Ability to work some evenings and weekends to support events
- Occasional travel to manufacturers, program partners and conferences
- U.S. Citizenship required for working with ITAR registered manufacturers

## Relationships

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

## Additional Details

Location: Sibley Square, 260 East Main Street, Suite 6000, Rochester, NY and/or remote  
FLSA: Exempt  
Salary Range: \$50,000 to \$65,000 depending on experience  
Benefits: NextCorps offers a variety of benefits including healthcare and 401K plans  
Work Schedule: 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](mailto:resumes@nextcorps.org), with “**Startup Manufacturing Program Coordinator**” in the subject line. All applications are due by **May 20, 2022.**