



The Environmental Business Cluster (EBC) is an award-winning cleantech incubator located in the heart of the Silicon Valley that provides commercialization support for emerging clean energy and environmental technology companies. We are a non-profit specializing in delivering on the needs of cleantech startups including venture capital, back-end operations, technology prototyping, coaching and more. The EBC is seeking interns to assist in many areas of Marketing and become engaged in the cleantech sector. Contact events@environmentalcluster.org to apply.

Event Coordinator

15 - 20 hours per week

Environmental Business Cluster, San Jose, CA

We are looking for an event coordinator intern to assist in the execution of events in the Silicon Valley. Be a part of the excitement at the EBC and network with leading venture capital firms, CEOs and entrepreneurs. Learn about the top issues facing emerging clean energy technologies and work with the EBC to develop and execute high-end industry panels, learning workshops and networking events. The qualified candidate will assist in booking venues, coordinate food and beverage, and handle logistics leading up to the event as well as the day of. Some of the logistics include:

- Registration Management
- Program Collateral
- Online Survey Management
- Catering Coordination

Event Outreach

15 - 20 hours per week

Environmental Business Cluster, San Jose, CA

The EBC produces top quality events for the purpose of educating those within the cleantech sector as well as providing a means to network and bring together entrepreneurs and cleantech insiders. Be a part of the excitement at the EBC and network with leading venture capital firms, CEOs and entrepreneurs. We are looking for an intern to manage event outreach of our events. This requires managing relationships with our industry partners as well as creating new connections. The qualified candidate will produce the following:

- Website listings of EBC events to 40 partnering websites
- Coordinate the scheduling of email blasts of EBC events through partner networks
- Establish new partnerships for the EBC to promote our events