

## **Job Description – Innovation Coordinator**

**December 2021**

*The Nuclear Innovation Alliance (NIA) is an independent not-for-profit organization working to encourage entrepreneurialism, accelerated innovation, and commercialization of advanced nuclear technologies to mitigate climate change. Its mission includes reducing or eliminating barriers to advanced reactor deployment, protecting public health and safety, enabling supportive policies, and coordinating efforts on federal policy and financing. NIA is a managing sponsor of the Nuclear Innovation Bootcamp (NIB), an annual 2-week workshop that brings together students, early career professionals, executives, and experts from a range of industries to learn about innovations that have the potential to reshape the nuclear energy sector.*

NIA and NIB seek to hire a joint coordinator to assist NIA activities and oversee planning and operations of the Bootcamp. As NIA grows into the organizing hub for advanced reactor advocacy in the United States, it needs a coordinator to assist with programmatic implementation and operations. Meanwhile, NIB is planning to expand its advertising, build stronger relationships with other educational and professional institutions, and increase the amount of programming that it organizes. In this joint role, the coordinator will be able to assist a rapidly growing organization while also taking responsibility for leading the Bootcamp.

### **Position Description**

Reporting to the Executive Director, the Innovation Coordinator will be responsible for planning, executing, and/or assisting with operations, events, and stakeholder engagement for NIA and NIB. Work will be split 50-50 between NIA and NIB activities.

### **Responsibilities**

#### NIA Coordination (50%)

- Coordinate the organization and logistics of NIA workshops, meetings, events, and external reviews of NIA analyses
- Facilitate stakeholder engagement, including interactions with advanced nuclear companies, investors, industry organizations, NGOs, government agencies, donors, and power companies, and industrial energy users
- Assist in communications and outreach
- Assist in organizational activities
- Contribute to project-related research, analysis, and reports, including editing
- Other tasks as assigned by the Executive Director

#### NIB Organizing and planning (50%)

- Working with, taking direction from, and co-strategizing with the Organizer Team
- Running meetings and drafting agendas for planning calls
- Annual NIB Workshop planning
- Year-round social media management and email campaigns

- Logistics, travel, housing and meal planning in coordination with local partners
- Coordination and scheduling with participants, presenters, and judges
- Special events planning, including webinars
- Managing the NIB budget and keeping NIB's fundraising efforts organized
- Engagement with the NIB alumni network
- Managing relationships with NIB stakeholders: eg. potential participants, presenters, mentors, and judges

## Qualifications

- A minimum of 2 years working experience in business operations
- Associate's or Bachelor's degree, preferably in business, non-profit management, energy policy, or communications
- Authorized to work in the United States
- Passion and capacity for action that translates to successful team results
- Highly organized and comfortable coordinating multiple people in senior roles - both inside and outside of the organization
- Strong written and verbal communications skills for running meetings and managing external relationships
- Experienced in planning projects, executing tasks, meeting deadlines, and managing the pace of long-term projects
- Experience with:
  - Collaborative software including Google Docs, Microsoft Office and Teams, Box
  - Scheduling and calendar management
  - Social media platforms and post scheduling software
  - Squarespace
  - Mailchimp and email campaigns
- Bonus if you have experience negotiating contracts
- Basic graphic design skills to facilitate work with our graphic designers

## Job Location

- Flexible

**Interested candidates should send resume and cover letter to [rbennett@nuclearinnovationalliance.org](mailto:rbennett@nuclearinnovationalliance.org)**

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Nuclear Innovation Alliance is an equal opportunity employer committed to inclusion and diversity. Applicants will receive consideration for employment without regard to: age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity and/or expression, genetic information, Veteran status, marital or family status, or any other classification protected by federal, state, or local law