POSITION ANNOUNCEMENT

**Title:** Be Green Hub Fellow (3-4 month position)  
**Company:** Bethesda Green  
**Unit:** Be Green Hub incubator  
**Location:** Bethesda, MD

**ABOUT THE ORGANIZATION:**  
Bethesda Green is a non-profit founded in 2008 by Seth Goldman, co-founder and TEO-Emeritus of Honest Tea, and George Leventhal, a Montgomery County councilmember.

Our Mission is to accelerate the sustainable economy locally with a focus on innovation, impact, and community. We are an Incubator, a Connector, and a Community Partner, acting in synergy, with Impact. Learn more [here](#).

**ABOUT THE TEAM:**  
Bethesda Green’s Be Green Hub nurtures green and social impact startups to accelerate their success as viable companies with purpose. We believe you can have a competitive business in the market while also having a positive impact on people and the planet.

10 new companies will be joining the Be Green Hub to participate in the first accelerator program offered by Bethesda Green, running from January through June 2018. This is an opportune time to help build a program while also working closely with start-ups that are having a positive impact toward sustainability.

**POSITION SUMMARY:**  
Bethesda Green is seeking an entrepreneurial individual to work across a wide range of projects and issues with the Be Green Hub team as the accelerator program. There is opportunity for the part-time (~10-20 hours/week) Spring 2018 Fellowship to turn into a full-time (~40 hour/week) summer internship.

Responsibilities include the following:

- **Support start-ups in food and environment:** Help track the goals and progress of start-ups in the accelerator, both as success and learnings relate to the finances and the social or environmental impact. Work directly with start-ups if a particular need is identified by a start-up that the Fellow can help with through primary and secondary research.

- **Help manage mentor program:** There will be a team of generalist and specialist mentors assigned to each start-up. Ensure that mentor-mentee meetings are happening, develop survey to collect feedback, be alert to when a mentor-mentee relationship isn’t working and suggest reassignment, and organize and lead mentor networking events.
• **Ensure curriculum meets needs of start-ups:** Assist Managing Director and Board member in refining curriculum and securing speakers. Structure jam sessions related to classroom time for start-ups to interact and learn from each other.

• **Structure investor pitch night:** At culmination of 6-month accelerator program, there will be a pitch night to be opened by Seth Goldman, co-founder of Honest Tea and Executive Chairman of Beyond Meat, and Jigar Shah, co-founder of SunEdison and Generate Capital. The Fellow will help structure the pitch night, including which angel investors to invite and how to best showcase the start-ups seeking investment.

• **Diligence for investment decision:** Bethesda Green has capital to invest in a few select start-ups in exchange for an earned revenue share model. The Fellow will support the Managing Director in understanding the viability and revenue potential of each start-up, as well as a process for determining which companies are awarded an investment.

• **Market research, external events, and other needs:** The Be Green Hub needs to be present at external events related to the start-up scene and investing in food and environment around the DC area. The Fellow may be asked to identify and attend events for networking. Other needs include: communicating to Incubator Committee, and various support in operational needs.

**QUALIFICATIONS AND EXPERIENCE:**

- A commitment to Bethesda’s Greens mission, and preferably some finance or strategy experience
- Currently pursuing a graduate degree or having recently graduated (preferably MBA)
- Excellent research, analysis and communication skills
- Ability to switch between strategic and practical thinking, with top-class project management skills
- Clear written and oral communication skills required
- High tolerance for ambiguity, ability to work with limited day-to-day guidance
- Fellowship is unpaid and will report to Tina Arreaza, Managing Director of Be Green Hub.

Interested candidates should submit a cover letter, CV, and two-page writing sample to April Ovens at april@bethesdagreen.org