



Program Associate - Vietnam

Who we are

New Energy Nexus (www.newenergynexus.com) is an international organization that supports clean energy entrepreneurs with funds, business acceleration and access to networks. We operate programs in the USA, China, India, Uganda, Thailand, Indonesia, Vietnam and Philippines.

New Energy Nexus started in Southeast Asia to build an ecosystem of clean energy entrepreneurs working on solutions to address this regional energy growth and the climate change situation. New Energy Nexus launched its Vietnam program in 2018. We support energy entrepreneurs to create new innovative energy startups that will help to build the nation's clean energy economy.

We are now looking for a full-time Program Associate based in HoChiMinh City. The position will support the New Energy Nexus Vietnam program to ensure successful implementation of the energy startup program and related activities including designing and implementing energy meetups, training bootcamps and acceleration programs in collaboration with partner organizations.

Roles and Responsibilities

Program Design & Implementation

- Support in the planning, design and implementation of business incubation and acceleration programs in supporting energy entrepreneurship in Vietnam
- Organize events, workshops, trainings, boot-camps on various clean energy & innovation topics
- Facilitate speakers and startups for in person workshops and bootcamps
- Oversee marketing & social media activities: invitations, press releases, newsletters, video, photo, webpage and other administrative items
- Manage the engagement of startups in accelerator cohort and provide support needed to help startups succeed
- Manage database of key contacts, liaise with our network of energy professionals, mentors, partners and startups for their active engagement in the program
- Research & identify relevant service providers for activities, including trainers, facilitators, business advisors, mentors etc.

Fundraising & Partnership Activities

- Research on potential funders in country to understand their goals & objectives (Energy companies, foundations, government agencies), identify interested organizations and craft customized proposals
- Participate in industry events and initiate meetings with key market stakeholders
- Develop a network of energy professionals, mentors, program participants and partners; manage the contact database



- Stay up-to-date on any relevant clean energy events and news

The position will be full time and based in HCMC. Duration is 1 year with possibility of extension.

Qualifications

Minimum requirements:

- Passionate about energy startups and cleantech!
- Strong program & project management experience with complex projects involving multiple external stakeholders
- Minimum 2 years of working experience with startup accelerator OR in the renewable energy sector
- Experience with organizing professional events and implementing marketing, communication and social media activities
- Entrepreneurial mindset & fast moving
- Ability to work independently within a global team with various time zones
- Professional fluency in Vietnamese and English is a must*

Preferred Qualifications:

- Professional knowledge or experience in the clean energy sector
- Experience in the startup community, including incubators, accelerators, investors and relevant service providers
- Management consulting experience
- Highly resourceful person with the ability to come up with new ideas and concepts to design the program activities

How to Apply

To apply, please send a cover letter and CV to **thao.tran@newenergynexus.com**

The subject line email of the application should follow this format:

Nexus VN Program Associate_FirstName_LastName.

Applications will be accepted on a rolling basis. Only short-listed candidates will be contacted for interviews. Compensation is competitive and in line with local standards.

New Energy Nexus values and celebrates diversity among our employees and in our movement and knows that's the way we're going to win big. We are an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender.