

Hub Coordinator

The Company

Clean Tech Hub is a pioneering hybrid hub for the research, development, demonstration, and incubation of clean energy technologies in Africa, and their validation for commercial stage development. It is an early start-up incubator for inventions and innovations in clean energy, a consultancy for sustainability and energy efficiency solutions for organizations, and a driver of clean energy investment into Africa. Clean Tech Hub is focused on addressing Africa's energy poverty, increasing energy access through clean, renewable energy, and sustainability.

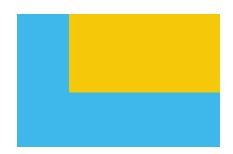
Role Summary

The Hub Coordinator is a strategic, administrative, and operations-focused role. The ideal candidate will support the day-to-day management of Clean Technology Hub's co-working office space, including the promotion, rental, and coordination of the office spaces. In addition, he/she will play a vital role in supporting programmatic activities within the space by organizing developer programs, startup boot camps, training sessions, and sustainable ecosystem events. This is an exciting opportunity to join a mission-driven team advancing clean energy innovation in Africa.

Key Responsibilities:

- Promote and manage occupancy of co-working spaces, open-plan offices, and private office units.
- Actively market the Hub's facilities to startups, freelancers, small businesses, and organizations in the clean energy and sustainability sectors.
- Develop and implement strategies to attract and retain tenants and co-workers.
- Maintain positive relationships with resident startups and clients, ensuring high customer satisfaction and retention.





- Support the day-to-day operations of the Hub, ensuring a clean, safe, and well-functioning working environment.
- Maintain comprehensive records and prepare daily, weekly, and monthly reports on occupancy, program engagement, finances, and operational metrics.
- Oversee basic budgeting and fiscal operations for the space in line with Clean Technology Hub's policies.
- Review and improve operational processes to maximize efficiency and user experience.
- Build and maintain partnerships with relevant stakeholders, including government agencies, tech institutions, other innovation hubs, development partners, civil society organizations, and the media.

Requirements

- Minimum of a second-class lower Degree in the social sciences, humanities or related fields from a reputable university.
- Minimum of 2 years in the technology and innovation ecosystem
- Minimum of 2 years experience managing a Hub.
- Demonstrable team-oriented personality and leadership skills.
- Proven project development, fundraising, and project implementation skills.

Application Process:

Contract Type: Full-time

Deadline: TBD.

Apply: Please <u>apply here</u> using>: "Your name", Hub Coordinator as the title of your resume.