

Position	: Program Associate
Duration	: Contingent upon project award (latest starting date March 2025) – February 2026
Based in	: Jakarta, Indonesia (Hybrid Working Arrangement)
Reporting to	: Program Manager(s)
Travel Requirement	: Frequent domestic travels as and when required
Employment Status	: Full-time, contract-based with possible extension

About New Energy Nexus

Clean energy innovations are disrupting how the world operates – a shift that could unlock trillions in economic development, create more jobs, and empower millions of people with access to clean, affordable energy. But to ensure the benefits of 100% clean energy go to 100% of people around the world, we need even more diverse and thriving clean energy entrepreneurs. And there's no time to waste.

New Energy Nexus is the world's leading ecosystem of funds and accelerators supporting diverse clean energy entrepreneurs. **In Indonesia**, New Energy Nexus works to support the development of ecosystems that can support the needs of not only innovators, startups, and entrepreneurs, but also other stakeholders in the clean energy and climate solutions sectors.

About the Role

We are looking for a full-time contract-based (with possible extension) Program Associate based in the Greater Jakarta area. The position will support the design, implementation, and monitoring of programs that empower climate entrepreneurs and communities to drive sustainable energy transitions. The role involves program coordination, stakeholder engagement, and operational support to ensure the smooth execution of initiatives. This is a full-time position with a hybrid work setup, requiring a minimum of one day per week in the office. However, additional in-person attendance may be required depending on specific needs.

Key Responsibilities

1. Program Design and Implementation

- Assist in planning and executing program activities, including workshops, webinars, and events.
- Research & identify relevant service providers or partners for activities including consultants, trainers, facilitators, business advisors, mentors, etc
- Support the development and implementation of pilot projects, ensuring timelines and deliverables are met.
- Monitor program performance and compile reports for internal and external stakeholders.

2. Stakeholder Engagement

- Build relationships with program participants, including entrepreneurs, community members, and partners.
- Manage database of key stakeholders, liaise with our network of energy professionals, mentors, partners and startups for their active engagement in the program.
- Coordinate meetings and ensure effective communication among stakeholders.
- Represent New Energy Nexus at external events and networking opportunities as needed to network and build partnerships.

3. Operational and Administrative Tasks



- Manage program logistics, including venue search, materials preparation, and travel arrangements.
 - Assist in meeting scheduling, note-taking and follow ups, as well other ad hoc projects as assigned.
 - Maintain accurate program records and databases.
 - Provide budget tracking and expense reporting support.
4. **Content Development**
- Support the creation of program-related content such as presentations, promotional and learning materials.
 - Contribute to documentation of success stories and lessons learned from the programs.
5. **Analysis for Continuous Improvement**
- Identify opportunities for program improvements based on feedback and observations.
 - Stay updated on industry trends to ensure program relevance and impact.

Minimum Requirements

1. 1-2 years working experience.
2. Passionate about energy startups, innovation and clean tech
3. Strong program & project management experience with complex projects involving multiple external stakeholders
4. Excellent communication and interpersonal skills
5. Attention to detail and ability to meet deadlines
6. Entrepreneurial mindset, able to adapt to a fast moving and dynamic work environment
7. Ability to work independently within a global team with various time zones
8. Professional fluency in Indonesian and English is a must

Preferred Qualifications:

- A bachelor degree in relevant fields - business management, entrepreneurship, environment, etc
- Professional knowledge or experience in the clean energy sector
- Experience in the startup community, including incubators, accelerators, investors and relevant service providers
- Demonstrated ability to build and maintain effective relationships
- Highly resourceful person with the ability to come up with new ideas and concepts to design the program activities

What We Offer

- Opportunity to work on a variety of impactful projects driving sustainability and innovation.
- A collaborative, inclusive, and dynamic work environment
 - At NEX, we foster a collaborative and inclusive work culture where your ideas are valued and your voice is heard. You'll have the chance to work with a diverse team of passionate individuals, both at local and global level, who are dedicated to driving positive social change.
- A flexible work environment
 - We understand the importance of work-life balance, which is why we offer flexible work arrangements to accommodate your needs. Whether you prefer remote work options or a hybrid model, we strive to create a supportive environment that allows you to thrive both personally and professionally.
- Professional growth opportunities, including training and mentorship.
 - A compensated training budget.
- Competitive salary and benefits package, including health insurance and leave.
- Opportunities for Travel



- There will be occasions for travel within Indonesia to support community engagement initiatives, events, or partnerships.
-

How to Apply

To apply, please submit your **CV** and a **cover letter** in PDF format detailing your qualifications and interest in the role to indonesia@newenergynexus.com

Please use the subject “[PROGRAM - APPLICATION] Program Associate, Jakarta-Based | Your Full Name

Applications will be accepted until **31 January 2025**.

We appreciate everyone’s application, but only have the resources to respond to shortlisted applicants.

Diversity and Inclusion

New Energy Nexus is committed to fostering a diverse and inclusive workplace. We encourage applications from individuals of all backgrounds, especially women and individuals from underrepresented communities.

