



## Executive Assistant

---

*A great way to gain experience in climate technology! Join our fast-growing team!*

### **About Verne**

Verne is developing innovative hydrogen technology that enables heavy-duty transportation (trucks, ships, and planes) to operate with zero emissions. Heavy-duty transportation is vital to the functioning of our global society, but is also responsible for 10% of global greenhouse gases. If vehicles switch from fossil fuels to green hydrogen, they can operate without producing any emissions. However, two challenges prohibit this transition: storing enough hydrogen onboard to power their operations, and access to this hydrogen to refuel.

Verne is bringing to market two technologies that simultaneously address these challenges. First, Verne has developed a new way to increase the density of hydrogen gas. This equipment will be installed at refueling stations, converting low density hydrogen into ultra-high-density hydrogen fuel. Second, Verne has developed a way to store this high-density hydrogen onboard vehicles. Together, these two technologies more than double the amount of hydrogen that can be stored onboard vehicles, doubling vehicle range and allowing them to carry a full payload. With Verne's technology, vehicles can maintain current operations while eliminating harmful emissions.

Verne has made significant strides toward this massive industrial transformation and is in the midst of pilot program design with vehicle and equipment manufacturers. Verne has gained the support from leading technology institutions, including MIT, Caltech, and Stanford. All three co-founders were selected as fellows in the inaugural cohort of Breakthrough Energy's new fellowship program, supported by Bill Gates.

### **What you'll do:**

As Verne's Executive Assistant, you will be an integral part of the growing company, enabling the seamless functioning of our business. You will report directly to the CEO. Specifically, you will be responsible for the following:

- Executive Support: Work closely with the CEO to manage partnerships, prepare materials and presentations, and ensure smooth operations.
- Team Growth: Help grow the Verne team: review and filter inbound applications, schedule and organize in-person interviews with team members.
- Office Management: Help Verne continue to outfit our brand-new headquarters, and ensure continual functioning of the space (supplies, maintenance).
- Supply Chain Coordination: Interface with vendors, track and schedule delivery of ordered items, receive incoming shipments. This is a crucial role for our hardware business.
- Research: Support various strategic objectives with online research and data collection.
- Culture Building: Plan and organize team events (dinners, happy hours, community service, etc.) and help shape company culture!
- Company Representation: Serve as a key external contact for Verne, interacting with various stakeholders and greeting guests.

This role has the potential to grow into a position in recruiting or operations.

**Key qualifications:**

- Deep passion to combat climate change
- Excellent team player
- Attention to detail
- Strong communication skills
- Interest in building a strong culture at an early-stage startup
- Experience with Microsoft Office suite

**Compensation and benefits:**

- Competitive salary
- Medical and dental insurance
- Paid time off
- A collaborative and passionate team
- The opportunity to make an impact on the environment
- High exposure and career growth opportunity: work directly with CEO, with potential to progress into expanded roles

**Location and time:**

- San Francisco, California
- This role is full-time and in person

**About the Verne team**

At Verne we value a diversity of approaches to critical thinking. We aim to establish an environment that welcomes different perspectives, where informed discussions flourish and each individual voice is respected. We are always asking questions to gain a more nuanced understanding. We all strive to provide constructive feedback and ultimately aim to make each of us a better listener, thinker, and leader. Lastly, our mission is ambitious and difficult, so we don't forget to have fun!

**Equal Opportunity Employer**

Verne is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

**To apply:** Please send resume and cover letter to [contact@verneh2.com](mailto:contact@verneh2.com)