



A PROGRAM OF LIFE SCIENCE CARES



LIFE SCIENCE CARES

## Internship Coordinator, Project Onramp Boston

### About the Role

**Project Onramp**, a signature program of Life Science Cares, creates access to paid summer internships for undergraduate students who are under-resourced and often from under-represented groups or first-generation -- helping to bridge the opportunity gap for these promising young people. We work with companies to get them to reserve some of their summer internships for low-income students to interview for. We source eligible students for these roles from college success organizations, and four-year colleges and universities.

This role will have primary responsibility for tracking all data and processes for the program. It requires an ability to collaborate with a variety of stakeholders, and to completely manage the process of filling roles with interested candidates. This would involve liaising with our student support partners (who source students for roles) and making sure resumes reach companies in a timely way. Project Onramp has many moving parts, and requires a high degree of attention to detail. An individual who can multi-task, who enjoys working with outside stakeholders, who is able to closely collaborate with a supervisor, and who is familiar with software such as Excel and Google Drive, would thrive in this role. This is a primarily remote role (one day in the office) which would be ideal for a person who is self-motivated and deadline driven.

This role reports to the Manager of Project Onramp Boston and involves working closely with the National Director of Project Onramp, as well as with the Executive Director of Life Science Cares Boston and her team.

Core responsibilities include:

### **Program Management**

- Create, curate and maintain a database of available internships for partners to access.
- Manage the appropriate listing and organization of all job descriptions and help to streamline the technology for doing so
- Create, curate and maintain a database of company contacts
- Ensure that all resumes are received in a timely manner and follow process until a hire is made
- Manage Student Support Partner relationships with college success organizations, colleges and universities; work with Student Support Partners to optimize matchmaking, hiring, feedback and support processes
- Ensure open and frequent communication between students, support partners, hiring managers and supervisors throughout the summer; troubleshoot student challenges or HR issues
- Troubleshoot student challenges or HR issues
- Build and maintain strong connections between Project Onramp and Life Science Cares leadership, staff, programs, development efforts and communications.

## **Communications, Marketing & Events**

- Working with Project Onramp Internship Manager, improve and update branded materials, best practices documents, surveys, and other materials for students, supervisors and other stakeholders
- Create and post website and social media content
- Participate in info sessions and discussion groups to promote Project Onramp and related initiatives to Student Support Partners
- Support planning & execution of Internship Bootcamp
- Help to develop and execute career development & networking programming for interns throughout the summer and recruit volunteers as speakers, mentors and small group activities

## **Technology**

- Help to manage Google Drive, Excel and all spreadsheets and technology related to Project Onramp Boston

## **Qualifications**

- 1-3 years of work experience in program management, corporate HR or executive search
- Experience with Google Drive and Excel required.
- Experience with marketing, social media, Canva a plus.
- Excellent written and verbal communication skills
- Ability to work independently and as a team player
- Strong organizational skills with exceptional attention to detail; able to multitask and work well under pressure to meet all deadlines
- An eye for time management: experience taking initiative to solve problems independently and creatively in a fast-paced environment and deliver results while managing competing priorities

Life Science Cares is an equal opportunity employer that supports and celebrates diversity. As such, we are committed to creating an inclusive environment for all employees, partners, and stakeholders. We believe our workplace and communities thrive when we actively promote Diversity, Equity, Inclusion, and Justice in all we do.

## **About Life Science Cares**

Life Science Cares was founded seven years ago to combat poverty and the disparities that surround us. Through Life Science Cares we provide a platform for life science companies and their employees to efficiently invest their time and resources to reduce the burden of poverty.

Working in partnership with community-based nonprofit organizations and other key stakeholders, we invest in and build programs to provide access to basic needs, access to education and access to opportunity. Project Onramp is one program of Life Science Cares, launched in Boston in 2019 and now being scaled across our sites.

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The Coordinator of Project Onramp Boston needs to be readily accessible to stakeholders primarily based in Greater Boston. Life Science Cares has offices in Cambridge and Boston and the Coordinator of Project Onramp Boston will be expected to be present for team meetings. Valid Driver's License and access to a car preferred.

**Compensation and Benefits**

Salary range: \$50,000-\$60,000 based on experience, plus an opportunity to earn a bonus based on performance. Life Science Cares offers a comprehensive benefits package, including medical, dental and vision benefits, and 401(k) with employer match, as well as generous paid time off and flexible work schedules.

**Application Process**

Interested candidates should send resume, cover letter and compensation requirements to:  
[Lila@lifesciencecares.org](mailto:Lila@lifesciencecares.org).