



A PROGRAM OF LIFE SCIENCE CARES



Manager, Project Onramp Boston

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.

The Manager of Project Onramp in Boston will help drive the growth of the program and increase number of partner companies and students matched, while maintaining the highest quality experience for students. This role reports to the Executive Director of Life Science Cares Boston and involves working closely with the National Director of Project Onramp, as well as with the Life Science Cares Boston team.

This role requires an ability to communicate the value of this program to outside stakeholders (colleges, universities, companies, funders) and to get concrete commitments to participate. The ideal candidate will enjoy "selling" this program to stakeholders, as well as operationalizing a program that has many moving parts and requires a high degree of attention to detail.

Core responsibilities include:

Stakeholder Relationship Building

- Source and work with industry partners to create paid internship positions
- Work with industry partners to identify a company's internal resources to support students beyond HR and supervisor
- Organize and participate in information sessions to build new industry partnerships
- Source new host companies and nurture existing host company relationships with life science companies, VCs and related industry stakeholders
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- Build a new, robust process for university partnerships.

Program Management

- Develop internship profiles/job descriptions with each partner company, for each position, and collect required company information and contacts
- Communicate with company HR throughout the summer for check-ins and troubleshooting; act as customer service for corporate partners
- Supervise and support Project Onramp Internship Coordinator, as they work with Student Support Partners to optimize matchmaking, hiring, feedback and support processes
- Serve as the point of contact to ensure open and frequent communication between students, support partners, hiring managers and supervisors throughout the summer
- Build and maintain strong connections between Project Onramp and Life Science Cares leadership, staff, programs, development efforts and communications.

Program Innovation

- Support Project Onramp National Director to investigate, design and adopt new methods for the job listing and resume curation process
- Use analysis of student demographics and other data to help define the future direction of Project Onramp Boston
- Gather data to help Project Onramp National create a Boston alumni network of Project Onramp interns, and create programming for this new feature of the program
- Be an important thought partner with Life Science Cares staff in order to integrate Project Onramp with the mission of Life Science Cares Boston
- Communicate with core outside partners such as MassBio, MassBioEd, Mass. Life Sciences Center, Bottom Line, etc. as Project Onramp Boston scales in future years
- Provide input as Project Onramp National creates Project Onramp branded DE&I trainings for partner companies to use. These DEI trainings (either recorded or in-person) would be a resource for companies on best practices for interviewing, hiring and supervising our students.

Communications, Marketing & Events

- Help to make sure that branded materials, best practices documents, surveys and other materials for students, supervisors and other stakeholders are effective
- Create and post website and social media content
- Participate on industry panels and discussion groups to promote Project Onramp Boston and related initiatives
- Plan & execute Internship Bootcamp in May and Internship Showcase in August
- Develop and execute career development & networking programming for interns throughout the summer
- Recruit volunteers as speakers, mentors and small group activities

Minimum Qualifications and Skills

- Bachelor's Degree or equivalent experience required.
- 5-7 years of work experience in program management, corporate HR or executive search required, experience managing staff preferred.
- Interest in presenting the latest in DE&I workforce development thinking to both corporate teams and students.
- Excellent written and verbal communication skills.
- Ability to work independently and as a team player. Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, corporate executives and employees, and civic leaders.
- High energy and passion for Life Science Cares' mission with a passion for philanthropy and nonprofit work.
- Strong organizational and time management skills with exceptional attention to detail; able to multitask and work well under pressure to meet all deadlines.
- Experience taking initiative to solve problems independently and creatively in a fast-paced environment and delivering results while managing competing priorities.
- A professional with integrity, positivity, a willingness to wear many hats and be resourceful as we grow.

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.

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.

The Manager 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

The salary range for this role is \$65,000 - \$75,000 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.