

## Project Onramp Internship Coordinator

### About the Role

**Project Onramp**, 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.

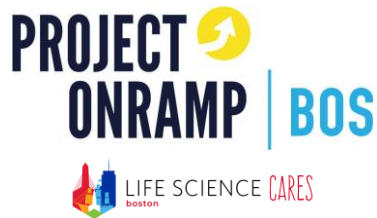
This role will have primary responsibility for tracking all data and processes for the program. It requires an ability to collaborate with a variety of stakeholders, and to completely manage the process of filling roles with interested candidates. This would involve liaising with our student support 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. There are 6-7 in-person events throughout the year that the staff person would be required to attend in the greater Boston area. There are also many virtual presentations to outside stakeholders on Zoom throughout the year, which the coordinator would lead.

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 team.

### Key Responsibilities

#### **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 and curate a database of Student Support Partner organizations (nonprofits and universities)
- Review student resumes to determine which resumes match job descriptions
- Develop organized systems for the PO team to maintain accurate student and partner information
- 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, Project Onramp staff, and student support partners throughout the summer; troubleshoot student challenges or HR issues



### **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 a database of student photos and quotes during the summer for marketing purposes; share materials with the Marketing Lead for website and social media content creation and posting
- Participate in info sessions, events, 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
- Support planning & execution of Internship Showcase event at the end of the summer
- Attend 6-7 in person events throughout the year in the greater Boston area, including some evening events and mixers
- Build and maintain strong connections between Project Onramp and Life Science Cares leadership, staff, programs, development efforts and communications

### **Technology**

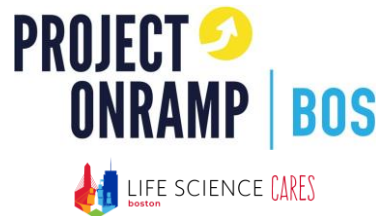
- Help to manage Google Drive, Excel, and all spreadsheets and technology related to Project Onramp Boston
- Manage Zoom sessions during career development workshops

### **Physical Demands**

- The physical demands described here are representative of those that must be met to successfully perform the essential functions of the job
- The employee is regularly required to sit, stand, walk, bend, lift, and carry objects (up to 10 pounds)
- Some local and national travel is associated with the job, including in-person presentations at colleges, college job fairs, and networking events
- In-office attendance once per week, as well as event participation outside of the office, is required

### **Qualifications**

- 2-4 years of work experience in administrative operations, career services, executive search or in a college setting
- Experience with Google Drive and Excel required
- 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
- Valid Driver's License and access to a car will be necessary for in-person events periodically



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 Coordinator of Project Onramp Boston needs to be readily accessible to stakeholders primarily based in Greater Boston. Life Science Cares has offices in Seaport and the Coordinator of Project Onramp Boston will be expected to be present for team meetings.

Compensation and Benefits

Salary range: \$50,000-\$60,000 based on experience and opportunity to earn a bonus based on performance. LSC provides a comprehensive benefits package, including medical, dental, and 40(k) with employer match, as well as generous paid time off and flexible work schedule.

Direct resumes and cover letters to [recruiting@lifesciencecares.org](mailto:recruiting@lifesciencecares.org).