

**POSITION DESCRIPTION
STUDENT PROGRAMS LEAD
BIOSCIENCE LOS ANGELES COUNTY INC.**

ABOUT BIOSCIENCELA

Founded in 2018, BioscienceLA is the innovation catalyst for life sciences and health innovation in the greater Los Angeles region. The independent not-for-profit organization was seeded by LA County and has backing from Amgen, PhRMA, Richard Lundquist, Richard Merkin, City of Hope, and Cedars-Sinai, among others. Its mission is to ensure that Los Angeles has a collaborative, well-coalesced ecosystem and to advance the region's capacity and pace of innovation by harmonizing the efforts of all stakeholders.

BioscienceLA operates as a fast-paced start-up with competitive salaries and healthcare benefits, flexible personal time off, other benefits to be determined, and opportunities for additional responsibilities and growth.

POSITION SUMMARY

The BioscienceLA Student Programs Lead is a full-time position supporting the BioscienceLA team, at both the program and administration levels. This position will work closely with the Manager, Programs & Operations to assist in day-to-day oversight of all student programs, especially the BioFutures Internship Program and Summer Internship Experience.

The Student Programs Lead reports to the Manager, Programs & Operations but will have a close working relationship with the entire BioscienceLA team.

This is a full-time role, with the expectation of 2–3 days on-site in our Culver City collaboration hub, 1–2 days at school and employer partner sites throughout the LA region, and the balance at home. A flexible schedule is possible.

PROFESSIONAL RESPONSIBILITIES

- Collaborate with Manager, Programs & Operations to set goals and processes for all Student Programs:
 - BioFutures Internship Program
 - Summer Internship Experience
 - Annual or periodic student events and conferences
 - Other student outreach to high school, undergraduate, and graduate programs
- Serve as lead for information sessions and outreach events for Student Programs
- Assist in management of day-to-day interactions with BioFutures prospects, applicants, and participants: schools, students, companies, and community partners
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement
- Help strategize and organize future outreach/marketing efforts for Student Programs
- Draft, edit, and produce marketing materials for upcoming workshops and events hosted by BioscienceLA
- Collaborate on social media posts for Student Programs
- Oversee calendar postings on website for events BioscienceLA supports and/or promotes
- Help with event management for in-person and virtual activities
- Gain an understanding of the life sciences ecosystem in the Greater LA region
- Participate in all BioscienceLA team meetings
- Perform other ancillary duties as required

PROFESSIONAL REQUIREMENTS

- 3–5 years of project management or related experience, with a focus on interdepartmental communication
- Experience seeing projects through the full life cycle
- Proven ability to complete projects within scope, budget, and timeline
- Leadership experience with student government, organizations, or clubs, especially those focused on careers and/or diversity, equity, and inclusion
- Proficiency with Microsoft Office and Google Workspace products
- Experience with Basecamp or other project collaboration tools, Airtable or other database tools, Salesforce or other CRM tools, and Adobe Creative Suite
- Experience with public speaking
- Experience working in or with academic institutions, including community colleges or four-year universities (preferred, not required)
- Experience working in a start-up environment (preferred, not required)
- Experience with social media tools and services (preferred, not required)

PERSONAL CHARACTERISTICS

- Creativity and problem-solving skills
- Excellent analytical skills
- Exceptional interpersonal skills
- Excellent verbal and written communication skills
- Demonstrated attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Poised and able to manage under stress with minimal supervision
- Utmost level of integrity and ability to handle highly confidential information
- Able to operate successfully in a lean, fast-paced organization
- Commitment to follow-through
- Strong team orientation
- Fun-loving and high-energy

TO APPLY

Please send a cover letter and resume to careers@biosciencela.org. Principals only, no recruiters please.