

LSWI 2020 Commercialization Internship

BACKGROUND:

The Life Science Washington Institute (LSWI) is a non-profit 501(c)(3) organization whose mission is to provide support to life science entrepreneurs and start-up companies via educational, economic and other resources crucial for their success. We work to ensure life science entrepreneurs have access to the mentoring and resources they require to start and grow their companies. Life Science Washington Institute is an arm of Life Science Washington (LSW), an independent, non-profit 501(c)(6) trade association serving the life science industry in the State of Washington.

Reporting directly to the LSWI Manager of Entrepreneurship, the intern will participate in the development, execution and day-to-day management of programs, products, services, and events and other projects to deliver on organizational goals and objectives. In addition, this position will represent LSWI in relationships/interactions with external companies, research institutions and other organizations as assigned by the Manager of Entrepreneurship.

Goals of the Internship:

This is a great opportunity for the intern to develop and enhance their communication, project planning, and administrative skills. The intern will deepen their knowledge and understanding of the entrepreneurial landscape and startup ecosystem in WA state and gain experience in strategic content creation. The intern can expect to:

- Participate in networking events and gain exposure to entire scope of the industry with a diverse range of careers and backgrounds.
- Be afforded an educational experience during which you will work on meaningful assignments and projects.
- Receive professional training that will prepare you as you begin your career.
- Have exposure to and involvement with a wide range of academics, non profit organizations, industry partners, and government/policy makers.

Proposed Activities:

- Assist in producing reports
- Organize and curate communication assets such as graphics, photos, and/or presentations
- Edit documents and presentations
- Develop project timelines and manage project deliverables
- Management of social media channels and email marketing campaigns, including content generation
- Assist with participant outreach for event promotion
- Assist with general administrative support for LSWI events including room reservations, coordinating catering or other vendors, and data management for event metrics

- Schedule meetings
- Write copy/content for external communications
- Identify and attend events in the community with the purpose of introducing entrepreneurs to LSWI programs and services

Qualifications/Qualities:

- Bachelor's degree and pursuing advanced degree in Science, Business, Communications or a related field
- Strong project management skills with demonstrated ability to manage multiple projects, set priorities within tight timelines and meet deadlines
- Exceptional communication skills, both orally and in writing, for both technical and non-technical audiences
- Self-motivated, outgoing and engaging personality
- Exceptional customer service attitude, and conflict management skills
- Able to grasp new concepts quickly including technical information, life science topics and administrative task management.
- Proficient using the latest version of Office 365
- Extraordinary attention to detail and organization
- Highly effective interpersonal skills that include the ability to work collaboratively in a matrixed, team environment
- Creativity, ingenuity, initiative, flexibility and a helpful, can-do attitude are essential

Preferred:

- Previous work experience
- Experience with Wordpress a huge plus
- Grant and/or budget development experience
- Familiar with Salesforce, WordPress, Acrobat Pro, Eventbrite, and SurveyMonkey desirable

Length of internship: 20 hours per week through end of December 2020

Salary: \$2,000 per month