



Making Connections that Fuel Innovation!

Propel Careers Job # 01-093

Science Communications and Outreach Intern (Work can be performed remotely)

If you are interested in this role, please email your resume as well as a cover letter with a description of your background and statement regarding your skills and their relevance to this opportunity to Lauren Celano, CEO of Propel Careers at the following email address: resume@propelcareers.com. Please reference job # **01-093**

Description of Organization: Our client is a non-profit patient group based in the Midwest whose mission is to support research efforts and advocate for families and patients affected by lysosomal storage disorders.

This individual hired for this role should be able to commit 10-15 hours/week for at least 6 months. The Individual hired will have the opportunity to work remotely to accomplish tasks. Start date is anticipated as Nov 2016.

Position Responsibilities

- Perform an analysis of the research landscape for lysosomal storage disorders such as Batten diseases.
- Monitor new developments that may lead to treatments, maintaining a database of investigators, academic institutions and companies working in this disease space.
- Potential to attend major scientific meetings relevant to company (when available) and issue reports of relevant presentations, to be made available to scientific and lay communities.
- Contribute to monthly/bi-monthly updates to provide the community with updates on research, funding, and other topics relevant to the company community.
- Help prepare written reports for board, donors, and/or families about research summarizing current state of knowledge in the field.
- Support new program communication with families about research through webinars and other social media applications
- Update content on the company's web site as needed.
- Coordinate and assist with the annual Research Initiative Request for Proposal (RFP) processes Includes updating guidelines, outreach to solicit applications and reviewers, organizing scientific reviewers and their evaluations, gathering grant review summaries, and oversight of progress reports and other related administrative functions. The timeframe for this work is mainly in the Winter/Spring timeframe
- Work with team and other volunteers to organize and coordinate the scientific portion of the Annual Family conference.

Candidate Requirements:

- Current PhD student or postdoctoral fellow preferred
- Research experience related to lysosomal storage disorders preferred.
- Excellent oral and written communication skills as well as organizational skills.

- Ability to translate and communicate complex scientific and medical information in lay terms to educate all constituencies of the organization.
- Ability to network within the scientific community.
- Experience with grants administration preferred but not required.
- Previous non-profit experience preferred but not required.

Propel Careers is a life science search and career development firm focused on connecting innovative, entrepreneurial companies with like-minded professionals. We work with organizations in the biotech, medical device, and diagnostics, healthcare IT, boutique consulting, investment banking and venture capital areas. We place individuals into roles in areas including: research, clinical, regulatory, project management, alliance management, business development, finance, and operations. Our mission is to enable the critical human resource connections required to advance the life science industry as a whole as well as the growth and advancement of the companies and individuals we work with. Our expansive industry contacts, knowledge and experience working in the life science industry set us apart from other firms & offerings. Our team brings more than 40 years of collective experience working in a range of life sciences business, including start-ups, venture capital, and commercial organizations. As a result, we are able to act as a hub making critical connections between academic institutions, industry, investors, service providers and talent. To learn more, visit www.propelcareers.com.