

MASSACHUSETTS LIFE SCIENCES CENTER

Job Title: Academic and Workforce Programs Co-op

Div/Dept: Academic/Workforce Programs

Reports to: Senior Director of Academic and Workforce Programs

Co-op Term: January 2020 – June 2020

Exempt	Full-Time
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ABOUT THE MASSACHUSETTS LIFE SCIENCES CENTER

The Massachusetts Life Sciences Center (MLSC) is an economic development and investment agency dedicated to supporting the growth and development of the life sciences in Massachusetts, home to the most verdant and productive life sciences ecosystem in the world. Through public-private funding initiatives, the MLSC supports innovation, education, research & development, commercialization, and manufacturing activities in the fields of biopharma, medical device, diagnostics, and digital health. Since its creation in 2007, the MLSC has strategically deployed over \$700 million in Massachusetts, through a combination of grants, loans, capital infrastructure investments, tax incentives, and workforce programs. These investments have created thousands of jobs, and propelled the development of new therapies, devices, and scientific advancements that are improving patient health and well-being in Massachusetts and beyond. More information about the MLSC can be found at www.masslifesciences.com.

PURPOSE OF THE JOB

A vital component of the MLSC's mission is to invest in STEM education and workforce development so that our schools and colleges can adequately train the next generation of life sciences workers and our state can meet the growing industry demand for talent. The MLSC has created innovative programs that support teacher professional development, outfit economically disadvantaged public schools with state-of-the-art lab equipment and technology, provide underrepresented high school students with lab training and experiential learning opportunities, and sponsor internships for college students in early-stage companies.

The Academic and Workforce Programs Co-op is responsible for supporting program development and implementation, as well as administration of grants awarded through such programs (includes compliance and accounting functions).

FUNCTIONS AND RESPONSIBILITIES

- Works with Academic and Workforce Team and other MLSC staff to improve the quality of work products, systems, and processes.
- Supports experienced professionals in a variety of research, analysis, evaluation, implementation, and communication tasks by collecting, compiling, reviewing, and presenting information in oral and written form as required.
- Develops materials to describe and publicize programs for a variety of different constituents including legislators, applicants, board members, and the general public;
- Compiles and updates constituent contact lists to ensure information is up to date;
- Maintains spreadsheets that track programmatic information and financial data;
- Ensures the execution of, and compliance with, agreements, the provision of documentation sufficient to warrant payment of invoices, and the tracking of all payments and deliverables such as progress reports;
- Evaluates program effectiveness through the use of online surveys, data analysis and other evaluation tools;

- Reviews work product to ensure quality and consistency with standards, procedures and protocols;
- Applies specialized quantitative and/or qualitative analysis techniques and methods;
- Develops and maintains metrics to track workforce program outcomes;
- Drafts reports and materials regarding workforce initiatives;
- Prepares communications materials and provides event coordination to support the Marketing/Communications Team in advancing news of the MLSC's programs and activities.

SUPERVISORY RESPONSIBILITIES

This position will not have supervisory responsibilities.

KNOWLEDGE AND SKILLS

- Required: Bachelor's degree (in progress); minimum of 1-2 years of experience working in a professional or office setting;
- Must be able to work in a fast-paced environment with demonstrated ability to simultaneously manage multiple tasks and demands;
- Must have excellent verbal (phone and in-person) and written communications skills;
- Must have high level of interpersonal skills and an ability to handle sensitive and confidential situations;
- Must have strong writing, research, and quantitative competencies and skills;
- Must have strong computer (PC) skills in word processing, spreadsheets, and presentation software (Microsoft Word, Outlook, Excel, and PowerPoint);
- Must have experience with creating, updating, filtering, and modifying spreadsheets using formulas;
- Must be detail-oriented and demonstrate strong organizational skills;
- Ability to quickly and easily learn basic use and navigation of online systems.
- Ability to work well both in teams and independently;
- Ability to exercise initiative in following through on assignments within stated deadlines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk, or hear; must be able to operate office equipment; occasionally reaching above shoulder heights or below the waist; lift and/or move up to 15 pounds as required to file documents or store materials during the workday. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and color vision. Must be able to effectively communicate orally and in writing; must be able to establish and maintain professional interpersonal relationships.

WORKING CONDITIONS AND ENVIRONMENT

The work is performed primarily in a conventional office setting. The noise level is low to moderate.

- Must be able to work a regular work schedule of 9:00 am – 5:00 PM.
- Occasional adjustments to schedule and overtime may be required.

Send your resume and cover letter to: jobs@masslifesciences.com

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