



Workforce Programs Manager

About Us

The need: Too many of our neighbors are living in poverty—struggling to meet basic needs, to obtain an education, and to earn a living wage.

The opportunity: Life science companies and their employees are motivated to make a positive impact through volunteering, investing, and raising awareness of the issues of poverty and inequity.

Life Science Cares provides a platform for companies and their employees to make a difference. We make impactful grants to local nonprofits and lead strategic public-private partnerships that directly support underserved communities. We currently operate in four regions: Boston, Philadelphia, San Diego, and the Bay Area.

About the Role

As part of our broader mission to eliminate poverty, we have ambitious goals to make life science careers more accessible to students from underserved communities. As our Manager of Workforce Programs, you will champion, promote, and support our workforce initiatives to reduce education and career barriers facing students. This position will support two existing programs (Project Onramp and One-to-One) and future initiatives in workforce development and career exploration. You will have an opportunity to collaborate with corporate partners and their employees, institutional partners in our ecosystem, nonprofit and education stakeholders, and students from K-12 to college. The ideal candidate would bring experience in partnership building with diverse stakeholders and possess strong technical skills in data analysis and communications.

- **Project Onramp** sources paid summer internships in the life sciences industry for undergraduates who are underresourced and often from underrepresented groups. Our goal is to bridge the opportunity gap for these promising young people, as well as to provide an "onramp" to a good first job upon graduation.
- **One-to-One** is a platform that matches students from low-income backgrounds, are first generation, and/or identify as students of color with life science professionals from diverse roles and backgrounds for career conversations. These conversations are intended to increase students' interest in the fast-growing life science industry. One-to-One also provides students the opportunity to practice networking and other soft skills that are critical to long term career success.

This role will report to the Head of Programs at the Life Science Cares Boston affiliate.

Key Responsibilities

- Identify and mobilize partnerships to increase participation across programs.
- Support the end-to-end experiences of students, volunteers and other stakeholders to increase engagement and impact. Support career guidance activities (i.e. forums on life sciences careers tailored to different educational levels and different sectors within life sciences, in person information sessions, and virtual events).
- Create marketing materials, social media content and other collateral to promote our workforce programs.
- Provide logistical support around technology needs and database management.
- Ensure data regarding our programs are measured and tracked accurately.
- Develop and manage a database of professionals willing to serve as Career Ambassadors in partnership with MassBioEd.

Qualifications

- Bachelor's Degree or equivalent experience preferred.
- 3+ years of professional experience in a nonprofit organization or educational institution.
- Excellent written and verbal communication skills.
- Ability to work independently and as a team player.
- High energy and passion for Life Science Care's mission with a passion for philanthropy and nonprofit work.
- Strong interest in science education, workforce development and/or the life science industry.

- Strong organizational and time management skills with exceptional attention to detail; able to multitask and work well under pressure to meet all deadlines.
- Experience taking initiative to solve problems independently and creatively in a fast-paced environment and delivering results while managing competing priorities.
- Experience with email marketing and graphic design a plus.
- Experience with database management or project management tools a plus.

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 Manager of Workforce Programs needs to be readily accessible to stakeholders primarily based in Greater Boston. Life Science Cares has offices in Cambridge and the Manager of Workforce Programs will be expected to be present for team meetings. Valid Driver's License and access to a car preferred.

Compensation and Benefits

Salary range: \$55,000-\$75,000 based on experience. LSC provides a comprehensive benefits package, including medical, dental and 401(k) with employer match as well as generous paid time off and flexible work schedules.

Application Process

Interested candidates should send resume and cover letter to recruiting@lifesciencecares.org.