



Communications Intern

Be an integral part of a dynamic and successful team interacting with the coolest biotech companies in the world!

Do you see yourself working in a vibrant, collaborative space where impactful and innovative work is done? If you are the kind of person who takes initiative, who can juggle many tasks simultaneously and enjoys creative problem solving, then LabCentral is great fit for you.

LabCentral, the premier launchpad for early stage biotech companies in Cambridge, is seeking a Communications Intern to assist with the daily operations of the Communications & Design department. This is a part-time, 12-week opportunity for a student or young creative to flex their visual design and writing chops, working within an interdisciplinary team. Bonus points if you find yourself doodling in your notes or get excited talking about color palettes and fonts.

You will support the Associate Manager of Communications & Design in the planning, drafting, and execution of communications work-products.

This position will report to the head of Communications & Design. Your daily duties/responsibilities many include but are not limited to:

- Helping to update and maintain LabCentral's social media presence
- Provide thoughtful and creative feedback and insight on improving processes, including exploring CRM platforms
- Drafting creative and engaging text campaigns to inform our residents, alumni, and sponsors on the happenings across our sites
- Working with the Events & Community Development teams to create promotional materials for internal community events
- Provide event support (photography, social media, news releases, etc.) across sites
- Proactively provide innovative design and communications in support of organizational objectives and initiatives

Qualities:

- Have an open, inspired, inquisitive, and design-savvy mind
- Be a generalist in all things communications, with the ability to pivot
- Be curious about the inner-workings of startups and the life sciences industry
- Have previous experience working in the Adobe Suite and with content creation
- Have the ability to think critically, analyze current practices, and make actionable recommendations
- Believe work and having fun can be synonymous

Requirements:

- Have a demonstrated interest in life science, biotechnology, or business
- Be working towards an Associates or Bachelor's Degree in Marketing, Communications or related field OR have a portfolio demonstrating your expertise, creativity, and drive

To Apply:

Only complete applications will be reviewed. Complete applications will include:

- Resume & cover letter specifically addressing your interest in this role at LabCentral. In your cover letter please include the areas of the company in which you would like exposure, and detail how this internship program aligns with your career goals.
- Please submit application through our website at <http://labcentral.org/contact/employment/>