

JOB DESCRIPTION: INTERN

Function: Development and maintenance of online community for California's biotechnology industry
Location: La Jolla, CA
Start date: Immediate
Hours: Minimum 10 and up to 15 hours per week;
M-F flexible schedule during regular business hours.
Opportunity to continue in Spring term
Wage: Paid internship, \$10-\$12/hour

Summary of Job:

Responsible for developing and maintaining Web content and data for online community of life sciences companies and research institutions in California on www.chi.org

Job Details:

Maintain the online directory and database including:

- Conduct outreach campaign including direct mail, broadcast email, telemarketing and other methods to identify organizations engaged in biomedical R&D in California
- Conduct daily web research of organizations engaged in biomedical R&D in California and news about California's life sciences industry
- Develop and update online profiles and Web content for California life sciences companies and organizations on www.chi.org
- Research and develop industry-at-a-glance information and data about California's life sciences industry

Administrative Support:

- Serve as first point of contact on telephones and front office greeter for CHI
- Provide administrative support as needed

OTHER DUTIES AS ASSIGNED

Requirements and Qualifications:

- University student enrolled in a pre-medical, biology or other healthcare related major preferred. Familiarity with medical and biotechnology terminology a plus.
- Must have strong research skills including all methodologies; internet, publications, telephone, etc.
- Must have superior writing and verbal communication skills.
- Must be extremely detail-oriented and have strong data entry skills.
- Excellent computer skills, including proficiency in Access, Excel, Outlook and Explorer.

About CHI:

The California Healthcare Institute (CHI) represents more than 250 leading biotechnology, medical device, diagnostics, and pharmaceutical companies, and public and private academic biomedical research organizations. CHI's mission is to advance responsible public policies that foster medical innovation and promote scientific discovery. CHI's Web site is www.chi.org