



Marketing & Membership Coordinator - Internship

Marketing & Membership coordinator works with the executive staff to manage Bioscience Association of Maine's memberships, marketing activity and other administrative tasks, as needed. This is a paid part-time internship position (15-20h/week). Long term work opportunity possible.

RESPONSIBILITIES:

- Assist executive staff with marketing & digital content
- Update & generate website content
- Find relevant and interesting news articles regarding life sciences industry in Maine, write summaries and updates for website and social media
- Find engaging content for social media channels
- Prepare materials for events; help with event organization and execution
- Assist with preparation of marketing materials and mailings
- Find interesting job openings and events, update online Job Board
- Process new and existing association members, respond to all member communication (phone, email, mail), answer questions about benefits and update databases
- Generate and process membership invoices, record & assist with managing payments
- Manage contact lists
- Other support tasks as needed

QUALIFICATIONS

- Bachelor degree or currently enrolled in college
- 1-3 years of marketing/administrative/life science professional experience, including internships
- Interest in life sciences/ science/ biology/ biotechnology/ marine biology/ medical devices preferred
- Interest in marketing and social media for business purposes
- Experience with graphic design preferred
- Strong project management skills, ability to start, execute and finish projects in a timely manner
- Strong writing, research and communication skills
- Good time management skills, attention to detail, ability to work independently under supervision, creativity and a high level of self-motivation
- MS Office suite skills required (Word, Excel)
- Experience with WordPress strongly preferred
- Experience with Constant Contact, Eventbrite, social media, Photoshop (or similar) welcome

To apply please email your resume, cover letter and 2-3 professional references to info@mainebioscience.org.