

Diversity Internship Consultant

Alliance for Regenerative Medicine (ARM)

The Alliance for Regenerative Medicine (ARM) is the leading international advocacy organization dedicated to realizing the promise of regenerative medicines and advanced therapies. ARM and its 360+ member organizations promote legislative, regulatory, and reimbursement initiatives to advance this innovative and transformative sector, which includes cell therapies, gene therapies and tissue-based therapies. The Diversity Internship Consultant is a part-time contract position central to the expansion of diversity in our field. The position will report to the VP, Finance & Operations.

The Diversity Internship Consultant will:

- Build out and launch a new internship program focused on placing Black interns in ARM member organizations beginning in the summer of 2021;
- Develop partnerships with HBCUs and other organizations to create enthusiasm and draw applicants to the program;
- Organize and attend career fairs and other events as needed to build talent pipeline for internship program;
- Liaise with HR and other professionals within ARM member organizations to encourage the creation of intern positions for minority applicants;
- Establish internship marketing materials, program policies, procedures, and infrastructure;
- Track applicants, screen resumes, coordinate candidate interviews, assess talent and match applicants and opportunities.
- Create a professional development curriculum for interns and training for intern managers;
- Ensure the program meets all legal requirements;
- Work with the ARM Action for Equality Task Force to plan the expansion of diversity programs.
- We are interested in candidates with the following qualifications/attributes:
 - Bachelor's degree in HR or related field
 - 5-7 years of HR generalist and/or recruiting experience
 - Experience starting or running an internship program
 - Positive personality and solution-driven attitude
 - Excellent organization, communication, and prioritization skills
 - Self-starter who can also work effectively with a distributed team
 - MS office software/ G Suite expertise

- Position details
 - This position will be remote or, post COVID-19, in the ARM Washington DC office
 - Post COVID-19, this position will require an estimated 10% travel
 - Estimated time commitment is 20 hrs/week, with possibility for growth and possible evolution to full time employee position.

- Submit Resume and Cover Letter to: VP, Finance & Operations, Bryan Proctor at [bproctor \[at\] alliancerm \[dot\] org](mailto:bproctor@alliancerm.org).