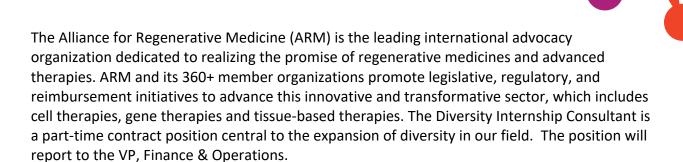
Diversity Internship Consultant

Alliance for Regenerative Medicine (ARM)



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:
 - o Bachelor's degree in HR or related field
 - 5-7 years of HR generalist and/or recruiting experience
 - o Experience starting or running an internship program
 - o Positive personality and solution-driven attitude
 - o 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
 - o This position will be remote or, post COVID-19, in the ARM Washington DC office
 - o 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.

