



MEDICAL CENTER
OF THE AMERICAS
FOUNDATION

Organization: Medical Center of the Americas Foundation
Position: Innovation Center STEM Intern
Report to: Sr. Director of Innovation

Organizational Overview

The Medical Center of the Americas Foundation's (MCA) mission is to catalyze the life sciences ecosystem in the Paso del Norte region, and its vision is to cultivate a dynamic regional biomedical industry and innovation / entrepreneurship ecosystem that competes globally. This biotech-driven economic growth mission is accomplished through a series of strategic activities involving both physical infrastructure development and programmatic initiatives focused on discovery, development and deployment of building blocks to harness and grow regional assets consisting of biomedical and healthcare research, technology based economic development initiatives, distinctive clinical trials capability, adaptive workforce, and logistics and manufacturing capabilities that can accommodate biomedical business environments.

The MCA Innovation Center drives this economic growth in the region by providing information and resources to help technology entrepreneurs commercialize ideas quickly. The Innovation Center works with innovators, startups, and SMEs from idea development to product launch and growth through the provision of specialized education and training, business development services, product development, workforce training, clinical and regulatory pathway development, access to capital, and one-on-one support.

Innovation Center Intern Job Description

The MCA is looking for an intern to assist the Innovation Center in project areas to include program and logistic support for trainings and public events, market and technology assessment, marketing and promotional efforts with a focus on social media, and general operations.

Successful interns will have excellent communication, presentation, interpersonal, and organizational skills.

Responsibilities and Duties:

Support the MCA Innovation Center STEM team to include:

- Assist with logistics, scheduling, delivery and follow up of events,
- Assist in the development and implementation of trainings and STEM Innovation Lab Camps
- Assist in the promotion, both in person and virtual, of Innovation Center STEM efforts,
- Assist with development of a social media platform and social media collateral,
- Create informative, engaging, and appropriate content for social media, specifically for Linked In and Instagram,
- Assist with market and technology assessment,
- Assist in project coordination, reporting, and other operation duties required by the program.

Qualifications and Skills

- Currently enrolled in Community College or University Level Educational Programs with at least a 3.0 GPA
- Good written and verbal communication skills
- Ability to work weekdays for 20-29 hours per week through December 2023
- Ability to work in both an in-person and virtual environment

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- Knowledge of Word, Excel, PowerPoint, and Internet
- Strong organizational skills
- Bilingual in English and Spanish is desirable, but not required
- Must be able to pass a criminal background check
- Must be drug free
- Must be punctual, independent and have reliable transportation

Position Candidates

Please submit resume and qualifications with cover letter to Marianne Mijares, STEM Coordinator – marianne@mcamericas.org.

NOTE TO CANDIDATE

Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of a background/criminal check, if extended an offer for an internship position. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position, as well as permissible documents to establish authorization to work in the US.