

## Cures Within Reach Community Intern

### **Brief Overview:**

Cures Within Reach (CWR)'s Community Intern supports the organization's plans to grow and expand its mission of improving patient quality and length of life by leveraging existing science and medicine to drive more treatments to more patients more quickly through repurposing research.

### **Position Description:**

The CWR Community Intern, working both behind the scenes and as a public face of the organization, allows the organization to work seamlessly. The Intern supports CWR's leadership team, including its President & COO and Director of Scientific Affairs by assisting with the funding opportunity RFP process in all stages, funded projects as well as operationally and programmatically. This role is considered a part time, internship role based in both our downtown Chicago office and virtually, as projects allow. This role could be expanded and eventually develop into a larger role.

### **Duties and Responsibilities:**

The Intern will support and work under direction of CWR leadership in key areas:

- Management of CWR's CureAccelerator repurposing research platform ([cureaccelerator.org](http://cureaccelerator.org))
- CWR funding opportunity Request for Proposals (RFP), including RFP outreach and marketing, proposal submission and management, proposal review, grant application submission and management, grant application review, etc.
- Supporting CWR-funded grants / CWR-funded awards with assistance in on-going grant reporting efforts and post-agreement processes with research institutions and other organizations
- Working with the CWR team to enhance philanthropic and commercial funding for RFPs that stimulate repurposing research submissions on CureAccelerator
- Working with the CWR team to strengthen a network of liaisons at research institutions, biotechs, government labs and other locations and organizations to support the dissemination of CWR RFPs and submission of projects
- Internet-based and other research projects to support CWR Community development and building the funding partner pipeline
- Operational areas, including general accounting and financials, and other related record keeping
- Development of CWR's marketing materials, monthly newsletters, social media and related outreach and supporting CWR's press / news releases
- Other possible roles:
  - Supporting CWR's various events management needs, including registration support, sponsorship and donation coordination, day-of requirements and follow up
  - CWR's global calendar, including MOU and research agreement dates of execution, expiration, periodic reporting and final reporting; funder submission dates and donor-related reporting dates; RFP deadlines; event-related dates

### **Ideal Candidate Qualifications:**

- BA/BS degree, with a preference in the biomedical sciences

- Currently working on a Masters or PhD degree, with an interest in a career outside of academia
- Experience at or working in partnership with a small not for profit preferred
- Some background in online systems experience, including website analytics, website user interface, online content/community management and social media strategies
- Excellent written communication and presentation skills, with a strong attention to detail
- Ability to work on multiple projects at once
- Self-starter with the ability to work both independently and as part of a team in a small organization, and can be both adaptable and flexible
- Ability to work remotely as appropriate with little supervision, while still meeting goals and deadlines
- Ability to work in a timely and professional fashion, while in a fast-moving, dynamic, entrepreneurial environment
- Ability to understand general scientific and healthcare concepts; scientific and/or pharma background preferred
- Nonprofit experience a plus

**How to Apply:**

Interested candidate should submit a resume and cover letter to [staff@cureswithinreach.org](mailto:staff@cureswithinreach.org).

**About Cures Within Reach:**

[Cures Within Reach](#) is a global nonprofit that leverages the speed, safety and cost-effectiveness of medical repurposing research to drive more treatments to more patients more quickly. Repurposing research clinically tests approved and available drugs, devices and nutraceuticals in unsolved indications to create “new” treatments for patients in need. Cures Within Reach catalyzes repurposing research by connecting funders with researchers to jumpstart repurposing research clinical trials. We also serve as a thought-leading, value-creating facilitator of conversation and action among the many repurposing stakeholders. Cures Within Reach has funded over 80 repurposing research projects, and this research has generated repurposed therapies in 13 indications.