



*Do More, Be More, Build Your Biotech*

<https://www.biolabs.io/>

BioLabs, established in 2009 and headquartered in Cambridge, MA, is the premier network of co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop, grow, and commercialize their game-changing ideas by being paired with premium, fully equipped, and supported laboratory and office spaces alongside unparalleled access to capital and industry partners. BioLabs offers co-working environments through a network of 9 US-based locations, and with plans for expansion in the years ahead, we are currently seeking exceptional talent to join our growing company.

## **ROLE OVERVIEW**

Reporting to the Site Director, the **Science Coordinator, Technical Support, Research, and Communications, BioLabs@NYU Langone** located in New York City, NY, will be responsible for assisting resident companies and scientists to accelerate their research and development, by working with all relevant stakeholders to help identify and acquire new resources, while ensuring existing resources are functioning in an efficient and effective manner. Other activities will include digital research, process generation and helping generate and assess scientific content for marketing and PR campaigns. The ability to clearly communicate while being adaptable and detail-oriented will be vital for success in the role.

## **KEY RESPONSIBILITIES**

### ***Collaboration & Scientific Resource development***

- Foster collaborations between residents and third parties such as fund managers, researchers, and strategic partners
- Network and coordinate with KOLs and biotech influencers
- Mapping startup funding opportunities-including government, non-profit, Angel, Family and VC funds
- Plan and coordinate scientific and funding events that add value to residents, including workshops and seminars
- Identify and acquire value-add scientific resources such as databases, publications, and access
- Manage general administrative processes and policies to maintain and optimize support and communications
- Update resident and ecosystem databases
- Assist managing resident issues and tracking their achievements
- Assist in the acquisition of sponsors



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***Equipment training, maintenance, and performance reporting***

- Generate, monitor, and maintain equipment maintenance and acquisition budgets
- Provide technical support for site assets
- Design and perform equipment training modules and workshops that include user evaluations
- Generate equipment use and performance reports
- Coordinate with team members, equipment suppliers, and vendors to ensure updated training and maintenance information
- Preparation of equipment evaluation and performance reports
- Help occasionally repair and move equipment as needed
- Research and analyze potential new assets that optimally match our residents and facilities

***Science Communications***

- Help build PR and scientific marketing network
- Help generate and maintain scientific content and marketing assets
- Help execute and coordinate and monitor performance of digital marketing including social media, newsletters, and website
- Help design and execute scientific communications and PR
- Maintain continuing education in all areas of research development
- Monitor communications and copy edit to ensure clarity, brand alignment, and scientific soundness

**SKILLS AND EXPERIENCE**

- An advanced degree (Master or equivalent, ideally a PhD) in natural sciences
- Have completed at least 4 years of independent laboratory research that involve cell biology, molecular biology, proteomics, drug discovery, biotechnology, chemistry and/or biochemistry
- Be aware of latest major advances in research tools, biotechnology, Ag tech and/or drug discovery
- Successful teaching or instructional leadership experience
- Effective oral and written communication
- Possess service orientation, adaptability, and high commitment towards helping Biotech startups advance



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- Demonstrable ability to work well with people, maintain positive working relationships, and solve problems
- Ideally have some business or administrative experience or training
- Be physically fit to perform the duties linked to the post  
(The position may require extensive standing, bending, and reaching, as well as exerting up to 20lbs of force occasionally)

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**To apply for this position please email cover letter and resume to:**

[Careers@biolabs.io](mailto:Careers@biolabs.io) with Subject Line: **"Science Coordinator, BioLabs@NYU Langone"**