



# Life Science Committee Intern

The Life Science Committee Intern should have a keen interest in the life sciences industry and will assist in planning and managing successful committee meetings, collaboration, and events. The Life Science Committee is one of Keiretsu's most active committees and serves mostly to pre-screen and support life science startups through the Keiretsu Forum process, while also planning special events centered around life science education for angel investors. From 2006 to 2012, Keiretsu Forum Members invested over \$12 million in Life Science companies, many founded in the Pacific Northwest. The Life Science Committee Intern will play a vital role in supporting a very active space of Keiretsu Forum and gain valuable insight to investment in Northwest life science startups.

## Details

**Reports to:** Mark Kraus, Life Science Committee Chair

**Hours per week:** 10-20.

**Duration:** 3 months min. 6+ months preferred

**Required:** Access to a computer (laptop preferred), cell phone, reliable transportation

**Preferred Attributes:** Pursuing 4-year degree at university level. Interest in Life Sciences Industry. Professional, hardworking, friendly, team player. Natural sense of initiative and high attention to detail. Ability to attend and support operations at Life Science Committee events.

## Tasks

- Plan and attend committee meetings and events
  - Manage website, create flyers, email, and call membership about events
  - Research and communicate with venues, vendors, attendees, and staff.
  - At event, manage set-up, tear down, and overall event coordination
- Contribute to monthly screening discussions of life science company presentations
- Continually improve efficiency of committee.
- Database management

## Benefits

- Event management training from Keiretsu Forum staff
- Collaborate with leading experts in Northwest life sciences
- Gain firsthand insight into one of the most impactful angel groups in the Pacific NW
- Network with experienced angel investors, entrepreneurs, and life science professionals
- Exposure to Keiretsu deal screenings, forums, socials, and educational events
- Firsthand access into the process by which start-up companies acquire funding
- Great resume booster for those interested in life science entrepreneurship or investment
- Compensation negotiable based on level of contribution, opportunities for advancement

## Company Description: Keiretsu Forum Northwest

Founded in 2000, Keiretsu Forum is the world's largest angel investor network with over 1000 accredited investor members throughout 26 chapters on three continents. Since 2000, Keiretsu Members have invested more than \$285 million in startup companies. The Northwest Chapter was opened in 2005 and currently bolsters 6 Chapters, comprises over 250 active members, and evaluates hundreds of startup deals each year. In 2012, Keiretsu Forum NW Members invested \$20.1M in 34 promising startup companies, leading the region in angel group funding.



# Application

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Desired start date: \_\_\_\_\_

Desired end date: \_\_\_\_\_ Desired hours per week: \_\_\_\_\_

Willing to work from home: Yes No

Do you have a car? Yes No

Preferred position (if known): \_\_\_\_\_

## Why Keiretsu?

What interests you most about Keiretsu Forum?

What do you hope to learn?

## Why You?

How will you be a beneficial addition to the Keiretsu team?

Do you have any specific skills or abilities that could help improve Keiretsu Forum?

*Please email this form to [meghan@keiretsuforum.com](mailto:meghan@keiretsuforum.com) with a copy of your resume.*