

JOB DESCRIPTION

Position Title: Strategic Alliances/Biosimilars Council Intern

Department: Policy & Strategic Alliances

Report To: Senior Director, Strategic Alliances & Senior Manager, Biosimilars Council

Job Summary: The Strategic Alliances/Biosimilars Intern will work with the Strategic Alliances and Biosimilars Council teams at the Association for Accessible Medicines (AAM) to execute AAM's third-party engagement strategy and priorities, and research, analyze and distil biosimilar policy and legislation.

Essential Duties and Responsibilities:

- Assist with the execution of alliance development and educational events and programming.
- Conduct research and analysis and produce summaries, distillations and other deliverables.
- Contribute to content and material development in support of allies outreach, education and engagement.
- Attend stakeholder group meetings, events and conferences as needed; writing summary memos and reports following activities and events.
- Update and maintain contact and relationship-tracking databases.
- Identify and draft content for social media channels across Council platforms and coordinate media outreach activities with the AAM Communications department.
- Perform other duties as assigned consistent with the goals of AAM.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong organizational and project management skills with attention to detail.
- Excellent written and verbal communication skills, including proofing and editing.
- Ability to analyze and distil health policy legislation.
- Strong interpersonal skills, exhibits a positive attitude and a professional demeanor.



Your Generics and Biosimilars Industry

- Fluent computer skills, including basic troubleshooting and use of Microsoft Word, Excel and PowerPoint and the willingness to learn other software tools.
- Ability to work in a team environment and accomplish tasks with self-direction.
- Ability to follow schedules and meet deadlines.
- Ability to prioritize and manage multiple initiatives simultaneously.
- Ability to conduct research using online sources.

Education and Experience Requirements:

- Current enrollment in or recent graduate with 3.0 or greater GPA from an undergraduate program.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- None

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

Travel: none

This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. AAM has the right to revise this job description at any time. AAM is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and AAM.

Acknowledgement:

Name: _____ Date: _____

