

## **Re: BDC Internship Position Description**

BDC is a fast paced virtual company whose primary goal is to "connect" quality clinical research organizations, consultants, pharmaceutical, medical device and biotech companies in an efficient process in order to increase revenues and reduce the timelines associated with the development of new products to treat unmet medical needs.

The associate will be an integral part of the BDC team in conducting the following activities:

1. Company profiling (internet research, professional and clinical publications)
2. Attend and participate at meetings associated with existing and future clients
3. Ongoing communications (email, phone, F2F) with BDC personnel
4. Assist in the development of meeting materials associated with client conference calls, WebEx meetings, and face to face conferences
5. Ongoing business management training and development activities

BDC is looking for motivated individuals with experience in the following areas:

- ✓ Science background (biology & chemistry coursework, experience within the clinical research arena is a big plus)
- ✓ Business or economics (coursework or field experience)
- ✓ Marketing
- ✓ Project Management
- ✓ Communications & IT

This is an unpaid internship position to start. Initial compensation is in industry relevant work experience and the possibility of a professional reference based on performance. A performance evaluation will be performed after a six month period to assess a compensation package.

For any questions related to this position description, please contact Teresa Johnk at 415-246-6018 or Robert Decker at 707-494-3775.