



## Project Assistant

### Part-Time Opportunity

Location: Boston, MA

Vaxess Technologies is developing a novel stabilization and delivery platform technology based on silk biomaterials, for applications in the field of vaccine and biopharmaceuticals. We are committed to improving access to vaccines and biopharmaceuticals by enabling better, more stable products that can be easily delivered throughout both the developed and developing world. Vaxess is advancing several projects using the company's MIMIX sustained-release microneedle patch platform, including project funded by the Bill and Melinda Gates Foundation.

Joining the team as Project Assistant is a unique opportunity to be a key part of a rapidly expanding startup bringing innovative technology to the vaccine market. This part time opportunity requires a ~20h per week commitment.

### Responsibilities

- Support project team in financial management, reporting, scheduling, and related tasks
- Coordinate activities and plans with external partners and stakeholders
- Responsible for project reporting and operational activities
- Effectively communicate project's results through technical reports and presentations
- Support the preparation of funding applications

### Qualifications

- BS (Candidate)/MS in Management, Finance, Economics, Public Policy, Public Health, Biochemistry, Engineering, or related scientific discipline
- Demonstrated excellence in supporting implementation of complex multi-stakeholder projects
- Excellent verbal and written communication skills
- Adeptness in learning, problem solving, thinking independently, and collaborating with the team
- Passion for applying science and technology to solve major global problems

*Vaxess, a venture-funded life sciences company, is building a team of exceptional people to rapidly advance our internal R&D and external scientific collaborations. We work closely as a team and thrive in a dynamic, exciting, and engaging work environment. If you're interested in joining the Vaxess team, submit your CV/resume to [livio@vaxess.com](mailto:livio@vaxess.com) and include "project assistant" in the subject line.*