

Position: Project Management Intern

Internship, Entry level

Location: Remote, Working Hours 9-5:30 Eastern Standard Time Zone

Department/Discipline: Operations/Project Management

Reporting to: EVP Human Experience Design

About Us:

As a Patient Experience Organization (PXO), we are "patient-obsessed" — we see patients as people first and represent them through a human lens. We are a highly strategic collective of human-centered thinkers committed to helping people feel more in control of their health journey. We provide a full suite of strategic advisory, marketing and disease-state communications, patient/stakeholder CRM engagement services, and technology innovations.

Overview:

We are seeking a motivated Project Management Intern who will assist in facilitating projects from start to finish within tight deadlines in a fast-paced, small, remote company environment. This internship position offers hands-on experience working on complex projects and related work streams across multiple client accounts.

This role works in partnership with the Customer Experience, Strategy, Creative, and Tech teams to support the implementation of projects that may include market research, workshops, design thinking immersive experiences, CRM programs and more. This person is an investigative thinker who supports the team to deliver the highest quality work on-time and on-budget.

The ideal candidate is a dedicated, process-driven, detail-oriented, problem-solver who is eager to learn and grow as they develop project management skill sets and contribute to team efficiency.

Responsibilities:

- Assist with assigned brands' projects, including opening new jobs, supporting team workflow, updating daily hot sheet and participating in weekly status meetings
- Support the creation of project timelines:
 - Help develop/revise and track project plans

- Monitor project timelines and alert team of any conflicting schedules
 - Assist with status reports preparation and flag potential risks or delays
- Support coordination of project phases (initiation, planning, design, development, testing, launch, and post-completion debrief) by aiding communication between teams
- Help facilitate file transfers of creative files to the development team
- Assist with quality assurance processes:
 - Support testing/quality assurance needs
 - Learn how to ensure deliverables meet internal quality standards
- Learn the MLR (Medical/Legal/Regulatory) submission process including copying, reference highlighting and preparation of submission forms
- Learn and follow all internal and client procedures with regards to established processes
- Assist with opening new jobs, creating timelines, and entering job tasks into system
- Learn to identify potential issues and risks in projects
- Support the maintenance of the file repository (SharePoint):
 - Help maintain digital records of assets to avoid version control issues

Desired Skills and Experience:

- Rising Senior currently pursuing or recently completed Bachelor's degree in advertising/marketing or similar field
- Previous internship or coursework in project management is a plus (pharma/healthcare industry preferred)
- Interest in learning PM management workspace collaboration tools
- Basic understanding of technology database structures — a plus
- Interest in learning Med/Legal/Regulatory submission processes
- Action-oriented and enthusiastic about challenging concepts and new assignments
- Strong verbal and written communication skills
- Ability to learn new concepts quickly and make connections among previously unrelated ideas
- Ability to exercise good judgment and attention to detail
- Problem-solving aptitude
- Ability to organize and prioritize multiple tasks

Required Traits and Abilities:

- Good time and task-management skills
- Empathetic mindset
- Belief in our "CANI" mindset
- Strong communication and collaborative skills
- Good people skills and ability to work with diverse personalities
- Logical decision-making abilities

- Self-motivation and openness to feedback
- Interest in learning and helping to create new processes
- Desire to contribute to team efficiency and quality
- Methodical approach to learning
- Detail-oriented
- Natural curiosity

What's in it for you?

- You will be part of a growing, diverse, vibrant community; teams pushing the boundaries of new business capabilities and emerging technologies and services, sharing their experiences and lessons learned with each other
- You'll have the chance to thrive in an environment where your ideas are valued and your voice matters
- You will be able to work on meaningful and innovative projects, powered by the latest technologies and industry best practices such as event-driven architectures and domain driven design
- You'll be immersed in the implementation of human-centric solutions to help solve complex challenges with some of the world's largest life sciences companies
- We will invest in your learning and growth

Details:

- This internship offers a modest stipend paid at completion, is a fully remote experience and provides valuable knowledge of the function of a PXO
- Credit hours may be provided if applicable
- We offer a flexible (agreed upon) weekly schedule with a minimum of 20 hours per week to be split across 4-5 days
- The internship will run approximately 10-12 weeks from June-August 2025, with the potential of extension to project-based contract work

To apply for this position, please submit a resume to bethanne@thinkentrada.com

ENTRADA is an equal opportunities employer AA/M/F/Veteran/Disability.

Other Employment Statements

Applicants for employment in the US must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States.