



Investor Relations Assistant  
Independent Contractor  
Investor Relations

Position: Provide support establishing and conducting an investor relations function.

Term: Four (4) months – with a potential renewal term and consideration for permanent placement.

Education/Experience:

- Bachelor's degree in Accounting, Finance, Business Administration or Marketing.
- 3 - 4 years of financial services, brokerage, customer relations or sales experience.
- Experience within a life science, health care or related industry.
- Experience within an early-stage, venture-backed company.
- Experience with the private placement or public sale of stock.

Responsibilities:

- Serve as an initial point of contact for investor inquiries.
- Conduct investor outreach activities.
- Perform administrative functions to enable effective investor outreach.
- Evaluate online investor/share placement e-platforms.
- Administer online investor/share placement e-platform, as needed.
- Monitor investor eligibility.
- Conduct telephone calls, email, regular mail, etc. to potential and existing investors.
- Schedule, coordinate and prepare for management meetings with potential and existing investors.
- Perform administrative investor meeting follow-up.
- Provide metrics reporting on activities, outcomes and feedback to management.

Requirements:

- Have a telephone, electronic mail and document transmission access for the purpose of sending and receiving documents and other correspondence.
- Proficiency in MS Office Suite.

If you are interested in this position, please email your resume and cover letter to [NetworkRelations@CCH-Network.com](mailto:NetworkRelations@CCH-Network.com).

No phone calls or inquiries; if we believe you are a potential candidate, we will contact you.