

Scientific Engagement Project Coordinator

Job ID
REQ-10046323
Apr 08, 2025
USA

Summary

The Scientific Engagement Project Coordinator is a new role that will provide administrative, project management and communications support for the Biomedical Research's global Scientific Engagement team, with specific emphasis on the planning, coordination and execution of programs and events to support organizational connectivity across Novartis global research organization.

In particular, they will play a critical role in supporting Cambridge-wide programming and activities to further advancement of scientific understanding across the research organization. The candidate will also play an essential role in working with other Novartis divisions and external partners in program design and execution of externally facing programs and events on an ad hoc basis. The job will require a passion for science, excellent communication skillsets and ability to work in a highly matrix fashion.

About the Role

Key Responsibilities:

- Direct day-to-day planning and execution of key local engagement forums and events that support scientific exchanges and harness organization knowledge (e.g., Monthly Science Pubs, Salons, Seminar Series & Poster Sessions).
- Global project management support of key scientific programs such as leadership off-sites, scientific meeting and events (e.g. coordinating logistics with internal NVS events teams and ensuring key timelines / milestones are met). Administrative lead in Cambridge associate onboarding programs and events (e.g. organize quarterly networking meetings).
- Event planning and on-site project management support for senior leadership events and external VIP visits (e.g., Talent Lunches, Labs Tours, VIP visits BoD visits, Town Hall / Reception Planning). This will include working across the enterprise to align ensure seamless execution of business-critical events
- Key lead in curating and maintaining webpages and other key communication channels, responsibility for executing campus-wide communications announcement and calendaring.
- Support team in procurement and finance related tasks (e.g., vendor onboarding, Purchase Orders), and legal processes (e.g., Confidential Disclosure Agreements, Consulting Agreements for speakers etc.).
- Support BR Learning Cambridge events for courses, community forums/events and in-person learning meetings. Responsibility for communication and coordination of all activities for Cambridge F2F events including pre/post communications and on-day event management.

Role Requirements:

- Bachelors degree in Science preferred
- Deep appreciation of scientific, business or communications disciplines

- Minimum 2+ years industry (such as Pharma or Biotech) experience with a strong motivation to support engagement in a scientific focused organization.
- Understanding social media and other tools to connect and engage people across organizations
- Strong organizational, information management and digital skillset (e.g. knowledge of SharePoint, MS Teams, OneNote, or related systems)
- Digital communications skillset and interest preferred (e.g. storyboarding, video making, etc.).
- Ability to prioritize based on time sensitivity and impact across the organization,
- Excellent writing and communication skills.
- Emerging Project management skillset with experience supporting projects in scientific or business contexts.

Novartis Compensation and Benefit Summary: The pay range for this position at commencement of employment is expected to be between: \$93,800 and \$174,200/year; however, while salary ranges are effective from 1/1/24 through 12/31/24, fluctuations in the job market may necessitate adjustments to pay ranges during this period. Further, final pay determinations will depend on various factors, including, but not limited to geographical location, experience level, knowledge, skills, and abilities. The total compensation package for this position may also include other elements, including a sign-on bonus, restricted stock units, and discretionary awards in addition to a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits, such as vacation, sick time, and parental leave), dependent on the position offered. Details of participation in these benefit plans will be provided if an employee receives an offer of employment. If hired, employee will be in an “at-will position” and the Company reserves the right to modify base salary (as well as any other discretionary payment or compensation program) at any time, including for reasons related to individual performance, Company or individual department/team performance, and market factors.

Why Novartis: Helping people with disease and their families takes more than innovative science. It takes a community of smart, passionate people like you. Collaborating, supporting and inspiring each other. Combining to achieve breakthroughs that change patients’ lives. Ready to create a brighter future together?
<https://www.novartis.com/about/strategy/people-and-culture>

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<https://talentnetwork.novartis.com/network>

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your message.

Division

Biomedical Research

Business Unit

Pharma Research

Location

USA

State

Massachusetts

Site

Cambridge (USA)

Company / Legal Entity

U175 (FCRS = US175) Novartis Institutes for BioMedical Research, Inc.

Functional Area

Research & Development

Job Type

Full time

Employment Type

Regular

Shift Work

No

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