

# Manager, Culture Content & Channels (US)

Job ID  
REQ-10009672  
Aug 07, 2024  
USA

## Summary

Setting our employees up for success and showing the world what we do as an employer. This important role will support our People & Culture communications work through content creation/curation, design, and storytelling across various platforms. You'll pioneer the use of cutting-edge IT and digital tools, collaborate globally, and shape the digital landscape of our organization, leaving a lasting impact on talent engagement and strategic communications.

## About the Role

### Major accountabilities:

- **Content Wizardry:** Dive into the world of content creation, from curating captivating pieces to lending your skills to design eye-catching visuals and crafting compelling written narratives. Your playground includes various platforms like social media, where you'll work your magic to engage and inspire internal and external audiences.
- **Tech Trailblazing:** As a Co-Point of Contact (Co-POC), you'll be at the forefront of cutting-edge IT and digital experience tools and channels. Get ready to explore new technologies, collaborate with experts, and shape the digital landscape of our organization.
- **Global Impact:** Join forces with our Digital Storytelling Manager to create an unforgettable onboarding experience for new hires across Novartis globally. Your creativity and strategic thinking will help shape the future of talent engagement and retention.
- **Team Empowerment:** Support our People & Organization (P&O) function by crafting impactful communications that foster collaboration and engagement within. Your communication skills will play a vital role in keeping making sure P&O's internal communications are vibrant and effective.
- **Strategic Leadership:** Take the helm as the lead for our P&C Enabling Comms editorial calendar, where you'll be a driving force behind our communication strategies. You'll collaborate closely with others to ensure messages are cohesive, impactful, and aligned with our overall objectives.
- **Collaborative Spirit:** As a strong partner with our Creative Services and Operations teams, you'll ensure seamless message distribution and execution. Your ability to collaborate across teams will be key in bringing our ideas to life and reaching our target audience effectively.
- **Team Player:** Willing and hungry to lend a hand across the team when things get intense

If you're passionate about content, digital innovation, global impact, teamwork, strategic leadership, and collaboration, then this role is for you! Join us and be part of a journey where every day brings new opportunities to make a difference.

## Minimum Requirements

### Work Experience and Skills:

- Minimum bachelor's degree (or equivalent) required
- Communications experience (internal, external or both) in a large multi-national company
- Knows how to easily create or curate impactful stories and effective visual and written content for various tactics and audiences
- Passion for the employee experience and always seeking out ways to improve it
- Strong acumen and comfort with technology
- High capacity for quick learning; Loves feedback; Willing to make mistakes
- Collaborative with the goal of becoming an indispensable partner
- Willing and able to take direction from multiple partners and ask for help in prioritizing if needed
- Experience strategizing and creating owned, earned, and paid media
- Able to achieve results and to operate within a complex, fast-paced and changing environment
- Proven ability to collaborate with cross functional teams to align communication strategies with organizational goals
- Business and organizational awareness, enterprise perspective

**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>

**Benefits and Rewards:** Read our handbook to learn about all the ways we'll help you thrive personally and professionally: <https://www.novartis.com/careers/benefits-rewards>

**Commitment to Diversity & Inclusion:** Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

**Novartis Compensation and Benefit Summary:** The pay range for this position at commencement of employment is expected to be between \$102,400.00 - \$153,600.00 /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.

**Join our Novartis Network:** Not the right Novartis role for you? Sign up to our talent community to stay connected and learn about

suitable career opportunities as soon as they come up: <https://talentnetwork.novartis.com/network>

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### **EEO Statement:**

The Novartis Group of Companies are Equal Opportunity Employers who are focused on building and advancing a culture of inclusion that values and celebrates individual differences, uniqueness, backgrounds and perspectives. We do not discriminate in recruitment, hiring, training, promotion or other employment practices for reasons of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital or veteran status, disability, or any other legally protected status. We are committed to fostering a diverse and inclusive workplace that reflects the world around us and connects us to the patients, customers and communities we serve.

### **Accessibility & Reasonable Accommodations**

The Novartis Group of Companies are committed to working with and providing reasonable accommodation to individuals with disabilities. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the application process, or to perform the essential functions of a position, please send an e-mail to [us.reasonableaccommodations@novartis.com](mailto:us.reasonableaccommodations@novartis.com) or call +1(877)395-2339 and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

Division

Corporate Affairs

Business Unit

CTS

Location

USA

Site

East Hanover

Company / Legal Entity

U061 (FCRS = US002) Novartis Services, Inc.

Functional Area

Communications & Public Affairs

Job Type

Full time

Employment Type

Regular

Shift Work

No

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