

Organizational Roles & Responsibilities	
Title: Analyst, Communications & Engagement	
Reports To: Executive Director, Communications & Engagement	
Location: Conshohocken, PA	Travel: Up to 15%
<p>Role:</p> <p>We invite you to join our team as the Communications & Engagement Analyst. This role will support the execution of the organization's overall Communications & Engagement efforts. You will work closely with the Manager, Communications and the Manager, Engagement on our dynamic team.</p> <p>In this role you will have responsibility for crafting materials and visual designs that represent TransCelerate's vision, strategic priorities and brand.</p> <p>The successful individual interacts frequently with the TransCelerate Leadership team, TransCelerate Project Initiative Leaders & Teams, the contracted Public Relations firm and other key stakeholders.</p>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Communications: <ul style="list-style-type: none"> ○ Collaborate with the Manager, Communications on innovative content creation to support TransCelerate's internal and external communication strategy. This includes: <ul style="list-style-type: none"> ▪ Monthly Internal Newsletter: Management of editorial calendar, curation and creation of content. ▪ Maintain key TransCelerate Communication content (e.g. Brochures, Overview Presentations, Posters). ▪ Internal Announcements: Collaborate with TransCelerate leadership to plan, develop and execute internal messages announcing significant TransCelerate milestones. ▪ Act as a liaison between TransCelerate initiatives and industry conference points of contact on abstract submission, confirming speaking opportunities, ensure preparation of slides and key messaging. ▪ Act as a liaison between TransCelerate initiatives and the contracted Public Relations team on communication solutions required to bring greater awareness to initiatives solutions and recommendations. • Engagement: <ul style="list-style-type: none"> ○ Collaborate with the Manager, Engagement on innovative content creation to support TransCelerate's Member Company Engagement strategy. This includes: <ul style="list-style-type: none"> ▪ Support of the internal recognition program which includes working closely with TransCelerate Program Directors on key contributions. ▪ Periodic distribution of recognition materials to acknowledge key contributions ▪ Support content creation of key engagement activities including TransCelerate Days, TransCelerate Townhalls, TransCelerate Country Meetings. ▪ Support yearly Engagement survey activities including survey creation, execution and analysis. 	

- **Communication Tools:**

- Act as key point of contact on mechanisms to manage communication distribution lists (e.g. Constant Contact, Outlook, Sharepoint, Internal Communications App), collaborating with TransCelerate Program Directors and Member Company leaders to ensure accuracy.
- Act as key point of contact for TransCelerate email inboxes – triaging requests as appropriate.
- Act as key point of contact with TransCelerate Members on the day-to-day execution of Sharepoint (collaboration tool) and cVent (survey tool).

- **Additional Responsibilities:**

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- Assist management of key TransCelerate Communication materials (Brochure, Overview Materials, Posters)
- Represent TransCelerate in external forums as necessary.

- **Required Experience:**

- BA/BS in Communications, Business or Liberal Arts with 2-4 years industry experience
- Articulate, creative, organized and self-motivated philosophy of work
- Breakthrough thinking and positive about achieving success

- **Skills & Qualifications:**

- Your education and experience will include a bachelor's degree in Communications, Business or Liberal Arts, and a minimum of 2-4 years industry experience with an emphasis in communications, and experience in Pharmaceutical Research & Development.
- You'll possess an exceptional ability to write and communicate clearly and concisely, and the ability to translate complex topics into compelling, understandable stories.
- Additionally, you are a superb time manager who is organized and meets deadlines seamlessly.
- You are passionate about creating excellent, high-quality deliverables.
- Adept in the use of Microsoft Word, PowerPoint, Sharepoint, and Excel as well as experience in tools to create and publish professional communications will make you a standout in this role (e.g. MS Publisher, Adobe Suite, Constant Contact, Page Designer, Photoshop, etc.)

We would like you to provide sample of previous writing and creative design projects.

Who We Are

TransCelerate BioPharma Inc. was launched in 2012 as a non-profit organization to improve the health of people around the world by accelerating and enhancing the research and development of innovative new therapies. Our mission is to collaborate across the global biopharmaceutical research and development community to identify, prioritize, design and facilitate implementation of solutions designed to drive the efficient, effective and high-quality delivery of new medicines.

To learn more, about us, please explore our website.

<http://www.transceleratebiopharmainc.com/>