

# Congress and Digital Channel Partner

Job ID

REQ-10074569

Jun 17, 2026

LOC\_MX

## About the Role

## Key Responsibilities

- Collaborate with cross-functional stakeholders to develop and execute a comprehensive congress narrative and prioritization strategy
- Drive best-practice sharing and support operational excellence across medical communications activities
- Oversee end-to-end lifecycle management of virtual and in-person, non-promotional medical materials
- Lead the dissemination of approved content across Medical Affairs digital channels
- Manage speaker program execution, including coordination with external vendors, contracts, procurement, and budget activities
- Ensure compliance with all applicable legal, regulatory, and company requirements, including FDA and internal policies

## Qualifications

### Education

- Bachelor's degree required
- Advanced degree preferred

### Experience

- Experience in Medical Affairs, Medical Communications, Congress Strategy, or related pharmaceutical industry roles
- Strong cross-functional collaboration and project management experience
- Experience working in highly compliance-driven environments
- Experience with vendor management and digital content execution

### Skills & Competencies

- Excellent written and verbal communication skills in English
- Strong planning, organizational, and attention-to-detail skills
- Ability to work effectively in a matrixed, fast-paced environment

## Additional Requirements

- Willingness to work off-hours and holidays as required
- Ability to travel domestically and internationally as needed
- Flexibility to work during U.S. business hours to ensure continuity and timely decision-making

## Why Join Us

If you are passionate about advancing medical communications through collaboration, innovation, and operational excellence, we encourage you to apply and be part of a team driving meaningful scientific engagement.

Division  
DIV\_IU  
Business Unit  
Information Technology  
Location  
LOC\_MX  
Site  
INSURGENTES  
Company / Legal Entity  
MX06 (FCRS = MX006) Novartis Farmacéutica S.A. de C.V.  
Functional Area  
FCT\_RD  
Job Type  
Full time  
Employment Type  
Regular  
Shift Work  
No  
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