

## Narrative Strategy Trainee

Job ID  
REQ-10062051

9月 11, 2025

Latvia

### 摘要

Are you a motivated current student or recent graduate with a passion for brand storytelling, audience engagement, and creative strategy? Join our team as a Narrative Strategy Trainee, where you'll gain hands-on experience in shaping and executing impactful internal content strategies that celebrate organizational culture, foster connection, and inspire engagement in a collaborative and dynamic environment.

### About the Role

What You 'll Do:

- Craft emails, announcements, and newsletters that reflect company culture and values, using storytelling, visuals, and interactive formats to spark curiosity and connection.

- Keep internal platforms (e.g., SharePoint, intranet) up to date, ensuring content is relevant, accessible, and easy to navigate.
- Contribute ideas and assist with campaign rollout by shaping content that resonates across teams
- Track engagement and gather feedback to assess the effectiveness of communications and identify areas for improvement.
- Ensure that materials comply with company guidelines, industry standards, and regulatory requirements by reviewing templates and messaging formats.
- Collaborate with colleagues across functions to ensure consistency in tone, branding, and style.
- Assist in managing content for social media platforms and contribute ideas to highlight company achievements, culture and people externally.
- Support operational workflows by initiating and tracking task approvals, use company platforms and tools to manage and monitor task status and flag issues.
- Track project timelines and enforce deadlines for newsletters, announcements, and campaigns, ensuring timely delivery and accuracy
- Stay curious, explore trends in employee engagement and propose ideas to help us continuously improve how we connect with our people.

#### Who We 're Looking For:

- A current university student or recent graduate
- Strong communication skills - verbal and written (English fluency is mandatory)
- Interest in brand storytelling, audience engagement, and organizational identity development
- Proactive and creative, with a curious mindset and a passion for idea generation and trying new things.
- Detail-oriented and adaptable, with an eye for consistency in tone, branding, and visual identity.
- Genuine enthusiasm for fostering connection and inspiring engagement among internal and external audiences.

Location: SIA Novartis Baltics / Skanstes iela 25, Riga

Duration: 12 months

Compensation: Paid Internship 1000.00 EUR GROSS (for full-time)

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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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>

部门  
International

Business Unit  
Innovative Medicines

地点  
Latvia

站点  
Latvia

Company / Legal Entity  
LV01 (FCRS = LV001) SIA Baltics, Latvia

Functional Area  
Others

Job Type  
Part time

Employment Type

Early Career (Fixed Term)

Shift Work

No

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