

## About Tevogen Bio

Tevogen Bio Inc. is a late-stage clinical biotechnology company with a rapidly advancing diversified product pipeline and broad research portfolio. The research pipeline includes off-the-shelf, allogeneic genetically unmodified precision CD8+ T Lymphocyte therapeutics for the treatment of common cancers, neurologic diseases, and difficult to eradicate serious viral infections.

Tevogen leadership believes that personalized immunotherapies which are accessible to the masses are the next frontier of medicine, and a disruptive business model is necessary to increase the pace of medical innovation. Core to company's successful biopharma business model is its culture of Creativity, Optimism, Respect, Equality, and keen focus on continuous process improvement as well as organizational and manufacturing efficiency.

## Job Description

**Job Title:** Communications Writer

**Work Location:** Tevogen Corporate HQ, Warren, NJ

**Division/Department:** Communications and Marketing

**Reports to:** Chief Commercial Officer

**Position:** Full-time, Exempt

## **Essential Duties and Responsibilities:**

As the Communications Writer, you will support Tevogen's Communications and Marketing Divisions by playing an important role in storytelling and highlighting the impact of the work that is being done by Tevogen Bio. You will be responsible for creating and editing content for a variety of internal and external communication channels. Specific functions will include:

- Effectively communicate Tevogen's science and mission through creative methods including social media postings, press releases, and other communications internally and externally.
- Write and edit content for Tevogen's communication channels, including press releases, social media posts, internal communications, and other written materials.
- Ensure all work is informed by the business and brand strategy, and brand guidelines are followed across all communication channels.
- Coordinate with senior executives and functional leads gathering information necessary to inform and produce content.
- Support senior executives in the development and implementation of internal and external communication plans, including for investor audiences.
- Research and stay up to date on industry trends and best practices to inform content development and strategy.

## **Education and/or Work Experience Requirements:**

- Bachelor's degree
- Experience with MS Office suite of applications (Word, Excel, PowerPoint, OneDrive).



- Experience with LinkedIn social media practices is preferred.
- Some experience in pharmaceutical industry and knowledge of biology or similar scientific fields is preferred.
- Excellent written, oral, and presentation skills, particularly understanding and translating complex information for external audiences.
- Experience in writing press releases and/or journal articles is a plus.
- Excels at building and managing relationships across teams, both internally and externally.
- Excellent ability to plan, organize, prioritize, and work independently to meet deadlines and deliver content.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Prospective new hires for this position must be fully vaccinated against COVID-19 as a condition of employment. Vaccine verification will be required on your start date unless an exemption has been approved by the Company as a medical or religious accommodation.

We maintain a drug-free workplace and perform pre-employment substance abuse testing.