

Marketing and Communications Associate

We are looking for an enthusiastic, creative, analytical, innovative, and strategic team member to join our Marketing and Communications team. This is an exciting role as you will partner with cross-functional teams; including but not limited to Marketing including branding and positioning, Business Development, external communications in Clinical Operations (assisting with patient recruitment), Medical Affairs (communicating with healthcare professionals), and Investor Relations (developing presentations and social media posts) as well as internal communications. Your ability to provide imaginative ideas can help us make an impact in the lives of those suffering from chronic cough.

Trevi Therapeutics, Inc. is a clinical-stage biopharmaceutical company developing the investigational therapy Haduvio™ (oral nalbuphine ER) for patients with chronic cough in idiopathic pulmonary fibrosis (IPF) and refractory chronic cough (RCC). The IPF program is in a Phase 2b study and RCC is in a Phase 2a study. Both studies are expected to read out over the next 12 months. Haduvio is a dual κ -opioid receptor agonist / μ -opioid receptor antagonist that works both centrally in the brain as well as peripherally in the lungs and has the potential for a synergistic antitussive effect to treat chronic cough. Parenteral nalbuphine is not scheduled by the U.S. Drug Enforcement Agency.

Position Summary (target start date: 8/1/24)

Reporting to the Sr. Manager, Marketing and Communications, the Marketing and Communications Associate will play a critical role in advancing internal and external communications across Trevi. This individual will be responsible for building and executing communication plans, as well as partnering cross-functionally across the organization in order to ensure fast-paced and efficient communications are performed with excellence.

Position Summary:

The Marketing and Communications Associate is responsible for supporting multiple areas of the business including, but not limited to: internal and external communications, investor relations, digital, clinical trial engagement, patient advocacy, and medical affairs.

The Marketing and Communications Associate will be based in New Haven, CT.

Duties and Responsibilities:

- Supports communication execution for internal and external communications
- Leads content planning and execution of social media calendar
- Supports media outreach and execution
- Supports preparation and planning of business development events and engagements
- Supports marketing initiatives to help define the market opportunity
- Supports enrollment of clinical trials through patient and physician education initiatives
- Supports medical affairs and execution of the scientific narrative and speaker resource deck
- Management of stakeholder data for investor and strategic targets

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree required. Marketing, Communications, or English degree preferred.
- Demonstrated strong cross-functional leadership skills.
- 0-3 years' experience in communications and/or digital marketing

- Experience with Canva or Adobe Creative Cloud
- Interest for the healthcare industry
- Demonstrated ability to build and maintain relationships at all levels internally and externally

Competencies:

- Ability to read, comprehend, write, and speak English fluently.
- Excellent written and verbal communication and interpersonal, negotiation, and conflict resolution skills. Able to communicate complex information clearly and succinctly, verbally and written.
- Ability to build relationships and work collaboratively with all levels of individuals across the organization and externally.
- Detail-oriented with excellent organizational and time management skills.
- Ability to function in a high pace environment, multi-task, manage and prioritize various and differing projects, as well as work effectively toward numerous deadlines.
- Demonstrated integrity, professionalism, and confidence.
- Advanced computer skills, including Microsoft Office (Word, PowerPoint, Outlook), Zoom and Internet. Experience with SharePoint is a plus.
- Ability to work independently and in a team environment and contribute to the achievement of program objectives.
- Ability to identify and solve problems and inefficiencies.

PHYSICAL AND VISUAL REQUIREMENTS:

While performing the duties of this job, the individual is regularly required to use computers and office equipment, manipulate documents, and work in an office environment. This position requires the ability to work a hybrid schedule. The individual may experience prolonged periods of sitting. The employee may occasionally move materials up to 15 pounds. May be required to travel to vendor sites as needed.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Trevi reserves the right to modify, change or add to the position's job duties and responsibilities as business needs may require. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Trevi Therapeutics, Inc. is an Equal Opportunity/Affirmative Action employer including protected Veterans and individuals with disabilities. Trevi considers applicants for employment without regard to, and does not discriminate on the basis of, an individual's sex, race, color, religion, age, disability, status as a veteran, or national or ethnic origin; nor does Trevi discriminate on the basis of sexual orientation or gender identity or expression.