



## **Join Hope as a Marketing Coordinator!**

We seek an individual who is both skilled in graphic design and possesses proficient communication and interpersonal skills, demonstrating ability to collaborate with our clinical team, vendors, and community members alike. Our marketing department is comprised of only one person who does everything from designing flyers and monitoring social media sites to organizing community events and ordering Hope merchandise. With minimal supervision, this position requires one who is organized and efficient in maintaining deadlines and can create polished and professional products autonomously.

### **Duties:**

- Manages social media including content, updates, and monitoring activity
- Coordinates events and assists with community events
- Creates, maintains, and updates Hope Orthopedics and Willamette Surgery Center websites using WordPress as a platform
- Actively listens to translate ideas and expectations into polished products
- Collaborates with clinical staff to create patient guides and content for patient surveys and feedback
- Designs various promotional display materials such as brochures, advertising, personal relations, and patient communications material
- Public relations and outreach; relationship building with customers and referring providers
- Drafts emails, press releases, collateral information and other necessary internal and external communications

### **Qualifications:**

- Bachelor's degree in marketing, communications, business or related field
- Demonstrated ability with graphic design, website design and maintenance
- Excellent writing, editing, presentation, communication and interpersonal skills
- Proficiency with software packages such as Adobe Creative Suite, Microsoft Office Suite, Photoshop, and Illustrator
- Event planning and execution experience
- High-level professional demeanor and ability to work collaboratively with others
- Detail-oriented and organized with excellent time-management skills
- Ability to handle multiple projects simultaneously and autonomously

### **Preference is given for:**

- Prior healthcare experience

**To Apply:** This position requires a resume, cover letter and application. Apply online and attach corresponding documents by visiting <http://www.hopeorthopedics.com/careers>, and clicking the application link.

**Hope Orthopedics of Oregon** is a patient-centered orthopedic practice with 14 surgeons, 11 physician assistants/nurse practitioners, and over 150 support staff members offers full spectrum of orthopedic care in our downtown location. We also offer X-Ray, MRI, a cast and brace department, on-site lab and EKG, as well as physical and hand therapy. Our employees enjoy a competitive benefits package that includes health, dental, vision, disability and retirement.

*Hope Orthopedics is an Equal Opportunity Employer*  
Hope Orthopedics of Oregon 1600 State Street Salem Oregon 97301