



Call Today (541) 707-2257 (ACLS)



WE ARE HIRING

ADVANCE CARE LIFE SERVICES HAS NEW OPEN POSITION

Executive Assistant / Marketing Coordinator Position

Join Us at Advanced Care Life Services!

The Advanced Care Network of Services is a different type of care company; locally RN owned, community invested, we're bringing innovation to the entire healthcare community in Southern Oregon... and beyond! Our rapidly growing company has expanded to meet the critical needs of Southern Oregon including: Home Senior Caregiving Services, Senior Living Referrals, Aging Life RN Case Manager Services, Education Center offering trainings for healthcare workers, a Clinic for Walk In and Primary Care Services, and a MedSpa.

Come Be a Part of Our Team!

Executive Assistant/ Marketing Coordinator Job Description:

The Advanced Care Network of Services is looking for a highly motivated professional to join our team. You will report to the CEO as her executive assistant, and providing marketing support to each of the service offerings across the Advanced Care Network of Services to foster relationships to ultimately drive sales. This person needs to be highly organized and detail-oriented to keep our marketing machine running smoothly and efficiently.

You are a dynamic person who has an eye for design, takes initiative, is flexible and can portray and promote a positive image of the company's vision, mission, and values. You are highly dependable and a service-oriented team player. You have strong planning and organizational skills. You can work independently, but you are also able to work in cross-functional teams and can connect with external vendors.

Essential Duties and Responsibilities:

- Manage the CEO's calendar, assist with outbound communications, follow up on various items as they come up, and remove any obstacles as they arise – always being three steps ahead to keep things moving forward!
- General office/clerical duties: filing, typing, copying, scanning, answering telephone calls, generating and responding to emails, faxes and text messages.
- Execute Company internal events for staff, external events to grow the businesses, as well as off-site events (ie conferences) from a graphics/collateral /gifts standpoint and promotions

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- Pro actively supports the company's Community Partnerships efforts with marketing needs in the field with strategies and physical needs.
- Works with internal team to execute ongoing relationship building emails through automation platform
- Supports the development of content creation with internal team and external partners in digital and print.
- Acts as Liaison with external team on Google My Business and SEO
- Acts a Liaison with external team on Paid Advertising (traditional media and paid media)
- Manages all organic Social Media Management accounts and content creation.
- Provides backup support to WordPress for company websites and landing pages
- Develop print literature and manage inventory. Partner with external vendors to help manage and execute more complex creative needs
- Manages image library and sourcing online stock photography for brands
- Audits Marketing OneDrive/SharePoint including file organization structure for team efficiency and productivity
- Manages internal master dept spreadsheets including content, quotes, stats, awards, logins etc.
- Involved in payment approval process and works with accounting
- Prepare correspondence, emails, memos, reports, PowerPoint presentations, and other documents in a professional manner.

Qualifications:

- 2+ years executive assistant / personal assistant experience
- 1+ years of traditional marketing experience
- Hospitality and event planning experience preferred
- Excellent organization and time management skills
- Able to prioritize work independently
- Ability to manage projects across multiple departments
- Strong business acumen and strategic thinking
- Proactive self starter
- Professional, assertive, and clear verbal and written communication skills
- Proficient in Microsoft Office applications (Word, Excel, Outlook, Powerpoint, Onedrive, Teams)
- Proficient with Canva; Familiar with Adobe
- Knowledge of digital marketing, graphic design best practices, principles, and software
- Strong copywriting/editing/proofing skills
- Experience in using social media for business.
- Experience in photography, video creation and editing software for Social Media
- Familiar with email automation software and CRMs
- Bachelor's degree in Marketing, Communications, PR, Business, Graphic Design, or a related field

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Compensation and Benefits:

This is a full time position. \$21 – \$27 hour based on experience.

Office Monday-Friday 8:30-5:00pm, with an expectation of on-call admin phone accessibility in accordance with rotation of all admin staff. On-call is an additional flat fee stipend of \$15 weeknight from 5pm- 8am the next morning and a stipend of \$150 per weekend rotation.

This administrative position is eligible for vision, dental, as well as ability to select disability insurance, life insurance, wellness and cancer coverages as a supplemental insurance after 30 days. PTO is accrued and eligible to be used by employee after 90 days of employment. A Savings program is also available for participation as well as 401K participation after 6 months of employment.

Discounts on our Clinic/MedSpa services are offered to all staff.

We are a caring and positive office that likes to have fun and is making a huge impact in the lives of our Community.

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