
Marketing Coordinator

Department: Marketing and Communications

Reports to: Associate Director of Marketing

The Society of Hospital Medicine (SHM) is a national non-profit organization, representing over 17,000 hospitalists and the patients they serve. Hospital medicine is the fastest growing medical specialty in modern healthcare, focused on the delivery of comprehensive medical care to hospitalized patients. SHM is dedicated to promoting the highest quality care for all hospitalized patients and overall excellence in the practice of hospital medicine through quality improvement initiatives, diverse education offerings, advocacy and research.

SHM's home office is located in Philadelphia's vibrant Spring Garden neighborhood, just north of Center City, near both parking and public transportation. SHM's culture embraces collaboration, innovation and a strong entrepreneurial spirit. Successful employees are comfortable with rapid change within healthcare, proactively solve problems, enjoy a fast-paced approach and thrive on interacting with diverse teams.

SHM's employees drive strategic growth, program management and customer service across the organization by creating and sustaining innovative, member-centric programs across its key program areas. These including SHM's live and digital educational offerings, practice management initiatives, advocacy efforts and more. In addition, SHM's unique Center for Quality Improvement drives improved patient care by spreading evidence-based quality improvement interventions and developing leadership skills and knowledge through key partnerships with national organizations, foundations and industry.

JOB SUMMARY

The Marketing Coordinator position exposes qualified candidates to a full range of marketing responsibilities to help increase membership engagement.

As a key member of the Marketing & Communications (Marcom) team, the Marketing Coordinator will be exposed to all aspects of an executive workplace. This position is responsible for: overseeing the project management system and working closely with design staff on trafficking projects, completing marketing administrative projects, obtaining quotes from vendors for printing and promotional orders, helping with the creation of emails and assisting in coordinating promotional materials for external meetings.

Skills developed include: project management, leadership, "big picture" problem-solving, situation analysis, attention to detail, effective written and oral communication, the ability to meet deadlines and teamwork.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Overseeing the project management system and dispersing jobs to design team, ensuring projects remain on track from start to completion
- Spearheading sprint meetings with Marcom team for daily projects
- Working with print and promotional vendors to obtain quotes and award jobs to the selected vendor
- Helping with the creation of emails as required
- Trafficking web updates and disseminating to the proper marketing manager
- Handling check requests and invoices for the department
- Assisting in coordinating promotional materials for external meetings
- Helping with special projects, which vary daily across the department
- Other duties as assigned

QUALIFICATIONS

We prefer candidates who have:

- Detail-oriented
- Strong written and verbal communication skills
- Ability to learn quickly in a fast-paced environment
- Ability to multi-task and prioritize daily projects
- Experience in project management software

SHM OFFERS:

- Competitive compensation package
- High-energy, business casual atmosphere
- Opportunities for leadership, professional development and career advancement

Interested candidates should send a resume and cover letter including salary requirements to:
hr@hospitalmedicine.org

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