



Modoc Medical Center

JOB ANNOUNCEMENT

Final Filing Date:

Open Until Filled

**Marketing Coordinator
(Part Time)****Wage Rate:**

Dependent on Experience
\$21.50-32.52 per hour

Modoc Medical Center is accepting applications for a part-time benefit eligible Marketing Coordinator. This position is responsible for developing and presenting marketing ideas and activities. The Marketing Coordinator uses multiple modes of media to advertise and communicate key messages to the community and ensures Modoc Medical Center's messages are consistent and serves as the facility's liaison with the outsourced website developer.

- Always demonstrates professional behavior, both when on duty and as a representative of the hospital outside of normal work hours.
- Always demonstrates a positive working relationship with patients, visitors and facility staff. Respectful to managers, supervisors and coworkers.
- Demonstrates organizational ability and time management.
- Produces deliverable products on time, within budget with minimal direction.
- Demonstrates the ability to compile and organize data using Microsoft Office applications. Ability to make appropriate recommendations or conclusions, given the data obtained.
- Communicates appropriately, respectfully and clearly to directors, managers, and coworkers.
- Answers phone calls, assists public and forwards appropriately if necessary in a professional and friendly manner.
- Demonstrates the ability to be flexible, organized and function under stressful situations.
- Performs other duties, as requested.

Qualifications & Job Requirements (but not limited to):

- High school diploma or GED
- Associate or bachelor's degree in related field preferred.
- 1-2 years' experience in healthcare setting preferred.
- Proficiency in Microsoft Office applications
- Ability to work with others, at all levels within the organization, and collaborate effectively
- Above-average interpersonal, problem-solving, and written and oral communication skills

Application Process:

If interested, apply on-line at www.modocmedicalcenter.org
Modoc Medical Center - Human Resource Department.
P.O. Box 190 – Alturas, CA 96101