

JOIN THE TEAM!
Marketing & Social Media Coordinator
Full Time



Join the Eisner community healthcare team! Founded in 1920, Eisner Health provides high-quality, integrated community healthcare to the underserved population in Downtown Los Angeles, Lynwood, Van Nuys, Panorama City, and Sherman Oaks. As one of the largest providers of accessible, free, or low-cost health and social services in the area, Eisner Health offers a wide variety of opportunities to choose from. So don't delay, we are waiting to hear you!

Quick Facts:

This position will have an office space in the DTLA site. On-site work in the DTLA site and other clinic sites is estimated at 3 days a week.

The Marketing and Social Media Coordinator will manage and implement external marketing and social media communication initiatives to increase the awareness and reputation of Eisner Health. They will be responsible for distributing timely, quality, and relevant communication to our patients and other stakeholders.

Position Duties:

- Coordinate and manage Eisner Health's databases for patient communications including, but not limited to e-mail blasts, text messages, and tablet devices.
- Coordinate, schedule, manage, and produce reports on patient e-blast and text messages distribution for internal review.
- Upload and manage content on our TV screens in waiting rooms as well as on monitors on patient exam rooms.
- Assist in updating website content
- Manage, assist, report, upload and evaluate social media content.
- Support the logistics of photo shoots and videos
- Edit videos and photos for internal and external audiences.
- Oversee comments made on our Yelp and Google platforms and reply to patients, coordinating internal support if needed.
- Manage department's photo and video library and our digital library of marketing materials
- Manage and assist in production and delivery of marketing products such as t-shirts, mugs, posters, etc. for all of Eisner Health's departments
- Support communication with external agencies or consultants as necessary.
- Provide support at all events for a variety of target audiences, including patient, community, and donors.
- Produce marketing and social media reports, including report for the president + CEO, board of directors, and other agencies as requested.
- Promote a culture of accountability, ethical decision-making, adherence to mission, and excellence within advancement.
- Adhere to all HIPAA and patient privacy regulations.

Requirements and Qualifications:

- Bachelor's degree in multimedia, graphic design, digital marketing, or similar field required.
- Experience in working with Adobe Suite (video, photo, light animation, etc.)
- Experience in working and tracking social media activities, trends, hashtags, etc.
- Knowledge of web design and management such as WordPress, PayPal, and plugins.
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture.
- Create high impact presentation materials that present complex information and issues with brevity, clarity, and accuracy.
- Ability to build consensus, maintain favorable working relations with employees, promote a cooperative work environment, and facilitate positive employee morale, productivity, and accountability.
- Strong interpersonal, administration, organizational and management skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Ability to work effectively with people of diverse cultures, ages, and backgrounds.
- Sound judgment, professionalism, and a positive attitude.
- Resourcefulness, creativity, and strong problem-solving skills.

In addition to competitive salaries, Eisner Health offers eligible full time and part time employees the following benefits:

- Affordable Medical, Dental, and Vision Insurance. HMO & PPO options available!
- Employer-Sponsored Group Life and Long Term Disability Insurance
- Voluntary Supplemental Insurance
- Retirement Plan – 401k
- Transportation and Parking Subsidies
- Flexible Spending Health and Child Care Plans - Section 125
- Robust Paid Time Off (PTO) Program
- Tuition and CME Reimbursement
- Employee Assistance Program (EAP)
- Paid Holidays
- Paid Jury Duty Leave

EEO Statement:

- Eisner Health is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Eisner Health does not discriminate on the basis of race, religion, color, sex, gender identity, gender expression, sexual orientation, age, disability, national origin, or veteran status.

TO APPLY, EMAIL YOUR RESUME TO: JFALCON@EISNERHEALTH.ORG