

Marketing Coordinator

We are looking for a motivated, responsible adult with a background in marketing to join our busy Speech Therapy Practice. This position is essential in creating referral relationships with qualified practitioners as well as continuing to spread information about our practice within the community surrounding each of our 7 office locations. Duties will include, but are not limited to:

- Preparing marketing presentations.
- Traveling to different locations in Nassau and Suffolk Counties to deliver information to different facilities surrounding our different locations.
- Speaking with, and meeting different practitioners to discuss the types of therapies and services provided in our practice.
- Searching for and attending promotional events and activities to promote our company.

The desired candidate must possess the following skills for consideration:

- Background in business/marketing.
- Proficient in Microsoft Office Suite
- Primarily Word and Excel.
- Willingness to travel to different locations across Nassau and Suffolk Counties.
- Knowledge of insurance benefits (helpful but not necessary).
- Organizational skills.

Job specifications (Please do not respond to this ad if any of these requirements are not feasible to you):

- Weekdays, and some weekend hours for promotional events and/or fairs
- Hours (variable)
- Locations: Stony Brook (main office) with willingness to travel to different areas of Nassau and Suffolk Counties.

Please email your resume to: kevin.r@lispeech.com and put "Marketing Coordinator" in the subject line