



## Administrative Marketing Support

MyKIDSdds is one of the largest private practices in Dallas with four residing doctors. We specialize in pediatric dentistry and orthodontics for all. MyKIDSdds is unique in the focus we place on educating our patients and their families, so they are empowered to take control of their health and choices. Our doctors focus not only on dental health, but on each person's overall wellness and happiness. We do our best to help them understand how their oral health can affect other aspects of their wellbeing, and teach habits that support the preventative care we provide in our office.

We are looking for a creative, self-starting Administrative Marketing Support team member who is used to a fast-paced environment and can adapt easily to any obstacle. This team member will work closely with our external marketing agency, the doctors and various team members to complete the marketing goals of the practice. They will also work closely with local medical and dental professionals such as pediatricians, family doctors, dentists, school nurses and health coordinators, as well as, office managers and other key personnel to develop and maintain ongoing relationships.

### Qualifications:

- Strong communication and interpersonal skills both written and verbal
- Working knowledge of Microsoft Office
- Experience in the dental and/or orthodontic field is a plus
- Excellent organizational skills are a must
- Ability to manage multiple ongoing projects while meeting set deadlines
- Comfortable with public speaking and presentations
- Comfortable cultivating new professional relationships and maintaining current professional relationships
- Knowledge of social platforms such as Facebook, Instagram and TikTok is a plus
- Ability to learn new computer programs quickly

### Duties:

#### Administrative Duties

- Organization of school sponsorships
- Maintain organization of referral sources
- Track new patient referrals
- Ordering marketing materials and promotional products
- Tracking expenses

#### Marketing Support

Work closely with external marketing agency to:

- Implement plans for events within the practice and community
  - Some weekend and evening events will be required
- Distribute office brochures and educational material
- Work closely with team to curate engaging content for social media platforms
- Promote internal and external marketing campaigns, promotions, and advertisements
- Cultivate provider referral relationships and coordinate gifts to other providers
- Some travel may be required for gift delivery, provider meetings and external events/team trainings
- Attend regular meetings and trainings