

Marketing Admin Assistant & Membership Ambassador



Qualifications:

- High School Diploma or equivalent
- Minimum of 1–3 years of experience in marketing, administrative support, healthcare, and/or customer service.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Ability to maintain confidentiality and professionalism in a healthcare environment.
- Must possess high digital literacy with proficiency in Microsoft Office and the ability to quickly learn and navigate new platforms.
- Experience with EMR systems, email marketing platforms, and/or website management is a plus.

Responsibilities Include (but are not limited to):

- Provide general administrative support to physicians, management, and staff.
- Manage calendars, meetings, and scheduling for leadership or special projects.
- Prepare documents, reports, and presentations as needed.
- Maintain organized filing systems for marketing materials, contracts, and administrative documents.
- Assist with office operations such as ordering supplies and coordinating vendor services.
- Support patient communication initiatives including newsletters, announcements, and follow-up communications.
- Monitor online reviews and assist with reputation management initiatives.
- Coordinate community outreach activities, events, and educational seminars.
- Coordinate social media posts, website updates, and email marketing communications.
- Assist with obtaining patient testimonials and success stories.
- Support and implement employee engagement initiatives, activities, and events.
- Assist with tracking marketing metrics and reporting on campaign performance.
- Help create marketing materials including brochures, flyers, newsletters, and digital content.
- Serve as the first point of contact for prospective members interested in concierge primary care.
- Follow up with prospective members and maintain a warm, professional communication cadence.
- Educate individuals on the benefits, services, and structure of the concierge medicine membership model and answer questions (phone, virtual or in-person).
- Guide prospective members through the enrollment process.
- Develop trusted relationships with members and ensure they feel welcomed, valued, and supported.
- Maintain accurate records of member inquiries, communications, and enrollment activity.
- Participate in community outreach, networking opportunities, and informational events to introduce concierge medicine to potential members and build business partnerships.
- Assist with member events, wellness seminars, and program engagement initiatives.
- Represent the practice in a professional, polished manner consistent with a luxury healthcare brand.

Hourly Rate: \$24 - \$26

Job Type: Full-time

Primary Location: Fountain Valley Office

Benefits:

- Health, Dental, Vision, Life Insurance
- 401k plan with generous match
- End-of-Year Bonus
- Referral Program
- PTO