

## Event Coordinator

### Overview

SCALE Healthcare is seeking to hire a creative, driven, and dynamic Event Coordinator to join our corporate marketing team. The Event Coordinator will support the Senior Vice President of Marketing and Communications to establish a scalable event program and coordinate SCALE's Annual Conference, Healthcare Leadership Retreat, Annual Awards Program, webinars, and other internal and client facing events. Through this position, we seek to build awareness, increase engagement, and generate leads across the SCALE family of brands as well as build a premier healthcare leadership community for SCALE Education's Leadership Circle.

This is an entry-level position at an exciting, fast-paced company with significant growth opportunity. Previous healthcare experience is not required. This is a fully remote position.

#### Primary Responsibilities (Include, but not limited to)

- Help to establish a scalable event program for SCALE Healthcare and SCALE Education
- Conduct a thorough venue search, manage proposals, and prepare a comparative dashboard for multiple events concurrently
- Evaluate, select, and manage event registration tool
- Maintain event budgets
- Maintain landing page websites using HubSpot and WordPress
- Maintain the integrity of data in our CRM (HubSpot)
- Prepare weekly status reports to share with internal team
- Coordinate and order print materials, swag, and speaker gifts
- Coordinate logistics with venues, vendors, speakers, and sponsors
- Coordinate and participate in executive leadership and speaker planning calls
- Point person for event-related questions from registrants and internal colleagues
- Manage onsite logistics from registration to food and beverage to AV
- Together with PR team, work to promote events and earn media coverage
- Together with SVP of Marketing and Communications, develop event branding, collateral, and speaker / sponsor packages
- Together with the Marketing Coordinator, research and maintain a list of speaking opportunities and event sponsorships for SCALE, assist with writing and submitting speaker applications, and coordinate participation across the SCALE family of brands

#### Qualifications

- Bachelor's degree
- 1-2 years of corporate event planning experience
- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Working knowledge of Microsoft Office suite
- Prior knowledge of WordPress and/or HubSpot preferred, but not required
- Occasional travel may be required



## How to Apply

Interested candidates should reach out to Susan Silhan at [ssilhan@scale-healthcare.com](mailto:ssilhan@scale-healthcare.com) with their resume and cover letter for further information.

## About Us

SCALE was founded in 2019 with a vision to help healthcare management teams and providers build modernized healthcare delivery platforms that yield better results. We provide the entire suite of operational advisory and diligence services exclusively to healthcare service organizations. Since inception, SCALE has been engaged over 150 times across 22 states with on-the-ground team presence in 10 states. SCALE's family of brands includes SCALE ASCs, SCALE Consulting, SCALE Due Diligence, SCALE Finance, SCALE Marketing, SCALE Market Research, SCALE RCM, SCALE Talent Search, and most recently, SCALE Education.

