

## Marketing Event Coordinator

Position Title: Marketing Event Coordinator  
Position Type: Full Time  
Location: Arcadia, CA  
Reports To: Director, Marketing & Product Development

### **About Clever Care Health Plan**

Clever Care Health Plan is a newly founded Medicare Advantage health plan, will serve Medicare beneficiaries in Southern California. Our employees are passionate in providing the best services to our members and healthcare providers partners. Two office locations are at Arcadia, Los Angeles county and Westminster, Orange county. To learn more, please visit [CleverCareHealthPlan.com](http://CleverCareHealthPlan.com).

We are looking for a Marketing Event Coordinator who wants to make a difference in the community. The ideal candidate will be motivated by Clever Care's mission to deliver culturally-sensitive health care solutions to seniors in our community and connect our offerings with community groups with similar missions. Candidate must be dynamic and have strong interpersonal skills.

### **Functions & Job Responsibilities**

- Responsible for outreach to community organizations, non-profits, and religious organizations to identify and schedule marketing events and begin negotiations for partnership opportunities.
- Marketing events will consist of sales tables at events, sponsorships of festivals, holidays, religious or ethnic services.
- Manage the planning and execution of marketing events.
- Schedule events with venues, book appropriate vendors, order supplies, and coordinate with Sales reps to make sure Clever Care has proper representation.
- Planning will include ensuring that events follow campaign guidelines and present Clever Care in the best light to the community. Our reputation in the market is key.
- Establishing and maintaining positive relationships with vendors and community partners.
- Understanding the needs of the senior population and be dedicated to serving the community.
- Planning event details and aspects by being detail-oriented and focusing on delivering positive customer experience.
- Remaining under budget with all costs and maintaining proper documentation
- Planning for potential scenarios that could impact the integrity of the event

### **Qualifications**

#### **Education:**

- Bachelor's in business, marketing or communications, or equivalent experience

**Experience:**

- 1 year of experience in marketing, preferred.
- Experience with working in health care, non-profit organizations, or senior community, preferred.
- Event planning or coordinator is a plus.

**Skills:**

- Bilingual in Vietnamese, Mandarin and/or Korean on a business-level (speaking and writing).
- Must be reliable, present, and dedicated.
- Strong organization skills.
- Excellent verbal and written communication skills.

**What's in it for you?**

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to [hr@ccmapd.com](mailto:hr@ccmapd.com)

*Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.*