Doctors To You is looking for an undergraduate college student, recent college graduate, current graduate student, or post-grad student to join our team as our Marketing and Development Coordinator.

Marketing is an essential part of Doctors To You and we’re looking for a dynamic, part-time individual who will help us grow our team and reach the next level! We pay $12/hour for undergraduate students and $15/hr for college graduates and beyond.

The Marketing Coordinator must be highly organized, creative, personable, and able to multitask. The goal of this position is to create new mutually beneficial business and client relationships while also nurturing existing relationships. Tasks will be assigned to you in order to accomplish this goal; however, it is up to you to think about these tasks critically, so as to continually improve standard procedures.

Duties include:

* Assist in campaign development to generate more clients
* Help develop strategies to attract more business
* Market in-person to hotels, embassies, and law firms, etc.
* Follow up with B2B and B2C marketing leads
* Communicate with existing partners to keep them engaged and involved
* Create email templates, spreadsheets, and presentations
* Ensure that the CRM (Insightly) contains accurate and updated information
* Complete small research projects
* Other ad-hoc tasks as required

Your job will consist of remote and in-person work, as well as mandatory team meetings once a week in Chevy Chase.

We are a small and dedicated team and we are looking for someone with similar drive and passion to join us. To learn more about our team and our business visit [www.doctorstoyou.com](http://www.doctorstoyou.com/).

If you’re interested in applying, please attach your resume as a PDF and send it to mkaplancohen@doctorstoyou.com.