



**Sage Recovery & Wellness Center** is a fast-growing outpatient mental health center for adults and adolescents struggling with mental health, alcohol and/or substance abuse; offering individual counseling, couples & family counseling, yoga, acupuncture detoxification, group therapy and intensive outpatient group therapy programs. Sage is in Austin, TX approximately one mile west of the Capital of Texas Highway on Bee Caves Rd. in Westlake.

Sage is currently seeking a full-time **Marketing Outreach Coordinator** to plan and execute various outreach activities such as establishing relationships with potential referral sources, coordinating events for the center, maintaining advertising and marketing campaigns (blog, email, website, print and other marketing materials) and assisting the company in maintaining a positive identity in the community.

**Duties, Functions and Responsibilities:**

- Schedule and coordinate events within budgetary limits.
- Monitor and direct the events from beginning to end.
- Plan, develop and implement community outreach, outreach strategies, and programs
- Represent Sage programs at events.
- Develop roles and calendar for community involvement.
- Develops and implements short and long-range strategies, objectives, policies and priorities.
- Assist with planning, development, and administration of the company's three (3) year forecast(s).
- Develops, and monitors contracts between Sage and other entities.
- Provide oversight and direction of research and analysis to determine program direction and goals.
- Other related duties may be assigned.

**Responsibilities - Supervisor and/or Leadership Exercised:**

May provide leadership, work assignments, evaluation, training, and guidance to others.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of the principals and practices of sales and marketing administration.
- Skill in data analysis and problem solving.
- Ability to maintain effective communication and working relationships and Boards, employees and the public.
- Ability to develop strategic direction and program implementation collaboratively with the team(s).
- Knowledge of market segmentation, media markets
- Ability to use various computer software applications, including elementary design skills
- Proficiency in Constant Contacts or similar communications program.
- Computer proficiency in Microsoft Office Suite, Publisher, Front Page or similar programs.
- Knowledge of conference/community events processes
- Ability to accomplish multiple tasks and projects.
- Ability to operate under solid pressure and meet tight deadlines.
- Effective project management skills.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in a related field, plus three (3) years of relevant work experience **with a desire to advance into leadership a role.**

#### Preferred Qualification(s):

- Strong knowledge and/or experience in mental health, substance abuse and recovery programs

Licenses and Certifications Required – None

#### Benefits:

- Medical, Dental & Vision
- Medical & Dependent Care Flexible Spending Accounts
- Generous Paid Time Off (PTO) w/bonus day for birthday
- Mileage Reimbursement

