



Business Development Coordinator

Full-Time, Permanent

At the Alberta Neurologic Centre, we deliver supportive and comprehensive neurology, psychiatry, neuromuscular and allied health services to patients in Alberta and surrounding areas. We focus on a comprehensive and compassionate approach to our care with the patients we work with. We are seeking Business Development Coordinator to join our team to assist the Business Development Manager with ongoing promotion of our clinic, the development of relationships with members of the community, support the ongoing task of maintaining a regular social media presence, as well as the planning logistics related to team workshops and social events. This role will also provide day to day support to our leadership and physician team when needed.

In this Business Development Coordinator role:

- You'll work hard, and it'll be worth it.
- You'll develop solutions to day-to-day challenges; you'll learn to think on your feet.
- You'll receive guidance but not heavy-handed micro-management from your operational leads.
- You'll be relied upon – and trusted – to mentor and support your direct reports.
- You'll grow as much as you want to grow – with on-the-job experience and the boatload of learning opportunities the operational leads have to offer.
- You'll love it.

Your Opportunity:

The Business Development Coordinator, under the supervision of the Business Development Manager, will assist in day-to-day initiatives focused on growth for the Alberta Neurologic Centre. The successful candidate will support the Business Development Manager in creating and maintaining relationships with both internal and external stakeholders and will play an integral role in managing ANC's social media presence. The incumbent will assist with logistics in planning team workshops and will play an integral role in planning staff social events. When needed, the Business Development Coordinator will support the leadership and physician team and carry out other administrative duties on an ad hoc basis.

Duties and Tasks:

Will include but will not be limited to:

- Assisting in the creation of outreach packages/outreach planning
- Clinical data collection and preparation
- Assisting with marketing and promotional campaigns
- Assisting with referral campaigns
- Sourcing event and staff workshops venues
- Assisting with the creation of event and workshop proposals
- Assisting with set-up/take-down of internal in-services and lunch & learns
- Assist with social media planning and content

- Assist with execution of internal/external physician and patient events
- External communications, mass fax and e-mail distribution
- Other administrative duties at the discretion of the Operations Director or Senior Operations Manager on an ad hoc basis.

Who you are:

- 1-2 years of medical office experience in a physician's office or equivalent combination of training and experience.
- An excellent communicator who has a focus on utilizing both written and oral communication skills both with the team and patients.
- Can work independently or part of a greater team.
- A clear understanding of social media platforms and how to effectively use them to promote Alberta Neurologic Centre.
- Able to demonstrate flexibility and the ability to pivot when needed in a fast-paced environment.
- Previous marketing or public relations experience is an asset.

Does this role sound like your next challenge? Are you ready to become an essential part of the Alberta Neurologic Centre? Please submit your resume and cover letter today.

To Applicants Applying:

The Alberta Neurologic Centre offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Please ensure that your application consists of the following:

1. Cover letter that includes your motivation for applying and why you would be the ideal candidate. Also please include your compensation expectations
2. A copy of your up-to-date resume.
3. Copy of training/certification.

Please direct your complete application package to: careers@ancentre.ca

POSTING EFFECTIVE until a suitable candidate has been found. We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.