Our high-tech dental specialist office located in South Austin is searching for a marketing coordinator intern! We would love someone who is professional, punctual, outgoing and who is willing to grow with our practice and become an outstanding team member!

**Job Duties:**
- Maintaining relationships with various general dentist, schools and organizations
- Building rapport with referring partners and their office staff
- Educating offices on the benefits of endodontics and office policies
- Scheduling appointments in the field (including doctor lunches, happy hour and office events)
- Generating new, creative marketing ideas
- Organizing events outside of the office
- Managing all social media and advertising accounts

**Qualifications:**
- Great at multitasking in a fast-paced environment
- Able to work independently and as a team
- Outgoing and personable
- Ability to organize and motivate groups
- Project design and development
- Fast learner and engaging communication style
- Knowledge of dental services
- Knowledgeable in Microsoft Office and Adobe Creative Suite
- **Must have** reliable transportation

*Please e-mail your resume to office@austinmicroendo.com*