



### **Marketing Specialist:**

Join a passionate and growing team of dedicated professionals working with children with autism! We've built an excellent reputation with families by providing the most effective, professional, and personable behavior analytic services. We are looking for a high performer to join our Support Team as the organization continues to grow.

### **Job Description:**

As a member of the Support Team you will be working with clients, clinicians, peers, and leadership to expand and promote the business activities of Constellations Behavioral Services and support the result-based services that we provide. You will be under the supervision of the Director of Operations, working closely and collaboratively with the Executive Director, Leadership Team, clinical teams, and fellow Support Team.

### **Duties and Responsibilities:**

- Thoroughly understand Constellations Behavioral Services culture, programs, features, and resources.
- Represent the company by introducing our services and resources to the community and the general public via events and social media.
- Own all internal and external communications, working as the "Constellations news report," sending out companywide announcements and important documents/updates.
- Design, edit, and update marketing collateral, including but not limited to: brochures, flyers, postcards, infographs, and other promotional materials (company clothing, branded folders, pens, etc.).
- Run Constellations Facebook and LinkedIn accounts, posting company and industry updates in the Constellations brand voice, and continuing to grow the social media presence through engaging initiatives.
- Collaborate with clinical team to maintain monthly blog posts.
- Maintain staff, client, and prospective customer email lists in Hubspot.
- Track website, social, and email interactions and analytics to tailor content and presentation for highest impact.
- Collaborate, create, and promote company branded and industry specific video content.
- Collaborate with Presentation Team to create engaging, educational, and industry leading workshop presentations.
- Coordinate and promote company events-internal and external.

- Maintain and promote Constellations' company culture; referencing the 5 cultural tenants- Leaders in the ABA Field, Effective, Collaborative, Family First, Work Hard/Play Hard.
- Actively working towards growing the company and the field of ABA.

**Office responsibilities including but not limited to:**

- Updating systems to be cohesive with company branding.
- Streamlining documents-internal and external.
- Assisting clinical staff with editing needs.
- Maintaining company website.
- Maintaining active job postings for open positions.
- Monthly social media and resume reports.
- Organizing career fairs, ABA conferences, and other outreach opportunities.
- Connecting with local agencies and doctors' offices to connect new clients with our services.

**Skills and Attitudes:**

- Flexibility and creativity in tasks and priorities in a fast-paced, growing company.
- Success in independent and collaborative work.
- Ability to set priorities, be organized, and be a self-starter.
- Ability to be friendly, empathetic and an adept communicator.
- Treat both staff and clients with respect.

**Education & Experience:**

- College degree in Marketing, Communication, or relevant field.
- Experience with Canva, Photoshop, video editing, and/or other creative editing software.
- Experience with Hubspot a plus.
- Prior marketing and creative experience.
- Experience with Microsoft Office products.
- Prior experience in ABA field is a bonus

**Benefits:**

- Competitive wages (full-time, salaried position)
- PTO
- Health, Dental, Life, Short-term and Long-term Disability Insurances
- Merit based bonuses
- 401(K) with company match
- Flexible Spending Account (FSA)
- Employee Assistance Program

**To Apply:**

Applicants should submit both a resume and cover letter to:  
<http://www.constellationsbehavioral.com/careers.html>.

The cover letter should include rationale for why they are the best applicant for the job and why they have chosen to apply to Constellations Behavioral Services.