

**Job Title:** Event Marketing Assistant/Intern  
**Location:** Herndon, VA, United States with remote work flexibility  
**Job type:** Part-Time (10 hours per week)  
**Shift:** Any 2 days Monday - Friday (10 am - 2 pm EST).  
**Compensation:** DOE  
**Start Date:** April 2  
**End Date:** October 2 with possible extension to Full-Time role.



ECLAT Health Solutions is looking for a superstar **Event Marketing Assistant/Intern** able to provide additional support to full-time staff members with all event logistics, seasonal projects and marketing campaigns. The ideal candidate has previous experience with trade show marketing and logistics or has professional experience coordinating corporate events.

#### Job Responsibilities:

##### Marketing (50%)

- Assist Marketing team with ongoing industry-related market research such as comprehensive competitive analysis, industry news, etc.
- Research industry trends for social media content creation posts (Facebook, Twitter, LinkedIn) via HubSpot
- Assist Marketing team with marketing calendar and implementation of simultaneous marketing campaigns via HubSpot for both in-person and online events (webinars), as well as post-event analysis for periodic conversion optimization
- Assist Marketing and Sales team with HubSpot CRM data maintenance and monthly reporting as needed.
- Create content for Monthly Internal Newsletters and Quarterly External Newsletters

##### Events Management (50%)

- Help coordinate trade show/lead gen event logistics as outlined by event prospectus and/or the reporting manager including event travel coordination and schedule for staff show attendee(s)
- Assist with various aspects of pre-show preparation logistics such as ordering necessary show supplies with reporting manager's approval, invoice payments, restocking and packing show materials (must be at the office to do this), and inbound/outbound shipment coordination
- Assist with post-show collection of trade show expenses and impromptu show estimates for monthly budget reports

#### Job Requirements:

- Education: Degree in Marketing, Communications/PR, Events Management or related field
- Previous remote internship experience *preferred*
- Experience with HubSpot or similar CRM/Marketing Automation Solution
- Experience with social media marketing
- Independently driven to consistently improve one's own results
- Microsoft Office Suite and Google Drive (Google Sheets, Docs, and Slides) proficiency

#### Job Skills

- Excellent written and oral communication skills
- Strong organizational and multitasking skills with an attention to detail
- Proactive Creative Thinker
- Trustworthy and reliable

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#### About ECLAT Health Solutions

Founded in 2008, ECLAT Health Solutions has been continuously servicing high-quality revenue cycle management healthcare support services for hospitals and health systems nationwide with a focus on delivering the fastest, most accurate, flexible, and affordable solutions available. Recognized as one of Inc.'s 5000 fastest-growing private companies in America this year, ECLAT Health Solutions is looking to expand services in revenue cycle management by offering effective operational strategies that deliver customized solutions for medical coding accuracy, medical billing processes, ICD-10 Auditing, CDI advances and more. For more information, please visit our website at [www.eclathealth.com](http://www.eclathealth.com).