

# Hope Village

## EMPLOYMENT OPPORTUNITY

### MARKETING COORDINATOR - HV-#17

HOPE VILLAGE  
Salary 34,070-37,066

**OPEN: January 24, 2012 until filled**

Hope Village had a position open for a Marketing Coordinator. Under limited supervision, this position will develop a marketing program with the intention of inviting persons to join our community and share the environment and services HV has to offer. They will foster a high level of resident and family satisfaction beginning with the inquiry process and continuing through the move-in process and throughout the resident's stay.

**Duties may include, but are not limited to:**

- Co-develop and execute marketing campaigns and events
- Conduct presentations, tours, and interviews
- Process admissions
- Manage contracts
- Maintain resident and prospect database and records
- Coordinate and attend special events and tradeshow, both on and off campus
- Follows HIPAA security policies and procedures

**QUALIFICATIONS:**

- Supportive of the Hope Village philosophy.
- Bachelor degree in Marketing (preferred) Communication or related field.
- Excellent interpersonal skills. Must be able to communicate effectively with elders.
- Excellent organizational skills.
- Experience with marketing software and databases preferred.
- Knowledge of provisions of Fair Housing and Americans with Disabilities Acts.
- Ability to maintain confidentiality of information and records at all times.
- Ability to sit for up to 2 hours at a time; ability to bend, straighten, and travel reasonable distances.
- Good grammar and proofreading skills.
- Working knowledge of Microsoft Office, Outlook, Excel & publisher.
- Ability to work flexible hours, depending on special event schedules.
- Ability to use a digital camera and video camera.
- Ability to drive golf cart on campus tours.
- Excellent communication skills (written, electronic, oral, and interpersonal).
- Strong work ethic..

**➔ ➔ SUPPLEMENTAL INFORMATION REQUIRED WITH APPLICATION.  
PLEASE SEE BACK OF THIS PAGE. ➔ ➔**

PR #97-HV 17 (Cg)

## APPLICATION PROCESS

Thank you for your interest in employment with the Hope Village of Canby Oregon. For most openings, we receive a large number of applications and the selection process is highly competitive. **PLEASE READ THE INSTRUCTIONS CAREFULLY.** If you have any questions about how to complete the application materials, contact Human Resources at Division at (541) 928-7232



→ **SUPPLEMENTAL INFORMATION** ←

**PLEASE COMPLETE THE ATTACHED SUPPLEMENTAL ON PAGE 4 OF THE APPLICATION.**



## SELECTION PROCESS

**APPLICATION REVIEW.** To receive consideration for this position, you must complete Hope Village Application for Employment and provide the information requested. These application materials will be competitively evaluated in order to select the most suitably qualified candidates for employment.



APPLICATION FOR EMPLOYMENT

Marketing Coordinator - HV-#17

NAME (FIRST, MI, LAST)	
ADDRESS(STREET, CITY, STATE, ZIP)	
MAILING ADDRESS (if different than above)	
HOME TELEPHONE ( )	DAYTIME PHONE OR MESSAGE PHONE ( )

**AVAILABILITY** (Check all that apply):  A. Full time  B. Part time  C. Temporary >1/2 time  D. Temporary < 1/2 time

E. On-Call  F. Limited term.

**SHIFT** (Check all that apply):  A. Days  B. Swing  C. Graveyard  D. Week ends  E. Saturday  F. Sunday

**SALARY & BENEFITS.** Hope Village provides a full range of benefits, including medical, dental, holidays, vacation, sick leave and retirement. The normal starting salary is the first step shown on the Job Announcement. Other placement in the salary range may be considered depending on qualifications and experience. Are you willing to accept the starting salary stated on the Job Announcement?

YES

NO (please specify minimum required starting salary) \_\_\_\_\_

**ELIGIBILITY FOR EMPLOYMENT.** The Immigration and Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the United States as a condition of employment. Are you eligible to work in the United States? (Proof required at time of employment.)

YES

NO

**CONVICTION RECORD.** As an adult, have you been convicted of an offense other than a minor traffic violation? (Convictions are evaluated for each position and are not necessarily disqualifying.)

NO

YES (please explain) \_\_\_\_\_

**DATE AVAILABLE TO BEGIN EMPLOYMENT:** \_\_\_\_\_

My signature affirms that I release from liability any employer, person or employee supplying reference information regarding me and my previous employment. I also release Hope Village from all liability which may result from making investigation of information provided in the application materials. All information on this application is true to the best of my knowledge. I understand that falsification or misrepresentation may result in disqualification from employment consideration and/or termination of employment.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**PLEASE TYPE OR PRINT IN INK. ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED.  
KEEP A COMPLETED COPY OF THIS APPLICATION FOR YOUR RECORDS.**

PERSONNEL USE ONLY

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EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / DRUG-FREE WORKPLACE

Hope Village ● 1535 South Ivy● Canby, OR 97032

Phone: (503) 266-9810 ● ● FAX: (503) 263-7854

	NAME (FIRST, MI, LAST)
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### EDUCATIONAL BACKGROUND

PLEASE LIST YOUR HIGH SCHOOL, COLLEGE AND GRADUATE EDUCATION BACKGROUND.  
ATTACH ADDITIONAL PAGES IF NECESSARY

HIGH SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DIPLOMA RECEIVED?
COLLEGE/UNIVERSITY/VOCATIONAL SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DEGREE/CERTIFICATION RECEIVED OR CREDIT HOURS EARNED
COLLEGE/UNIVERSITY/VOCATIONAL SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DEGREE/CERTIFICATION RECEIVED OR CREDIT HOURS EARNED

### EMPLOYMENT HISTORY

List all work experience beginning with positions most closely related to the job for which you are applying. Describe each job separately, including paid, unpaid and military experience. Explain significant breaks in your work history. If you need more space, please attach additional sheets.

#### PRESENT OR LAST EMPLOYMENT

EMPLOYER	FROM (month/year)
ADDRESS	TO: (month/year)
YOUR JOB TITLE	LENGTH OF EMPLOYMENT
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)
LAST SALARY (OPTIONAL)	
DUTIES AND RESPONSIBILITIES (Be specific)	
REASON FOR LEAVING	
SUPERVISOR'S NAME AND TELEPHONE NUMBER	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>



Marketing Coordinator - HV-#17

	NAME (FIRST, MI, LAST)
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EMPLOYER	FROM (month/year)	
ADDRESS	TO: (month/year)	
YOUR JOB TITLE	LENGTH OF EMPLOYMENT	
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)	LAST SALARY (OPTIONAL)
DUTIES AND RESPONSIBILITIES (Be specific)		
REASON FOR LEAVING		
SUPERVISOR'S NAME AND TELEPHONE NUMBER	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

EMPLOYER	FROM (month/year)	
ADDRESS	TO: (month/year)	
YOUR JOB TITLE	LENGTH OF EMPLOYMENT	
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)	LAST SALARY (OPTIONAL)
DUTIES AND RESPONSIBILITIES (Be specific)		
REASON FOR LEAVING		
SUPERVISOR'S NAME AND TELEPHONE NUMBER	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

	NAME (FIRST, MI, LAST)
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**SUPPLEMENTAL APPLICATION**

In the columns that follow, identify the areas you have had experience or training. Also using the numbering system below, identify the frequency of use, the length of time used, the recency of use, and the employer or training program where you gained your experience or training. Please mark the appropriate number for each column that best describes your experience or training. Your answers are subject to verification.

	FREQUENCY	LENGTH	RECENCY	EMPLOYER/TRAINING
Marketing programs, products or campaigns, sales experience				
Communication skills & Public speaking experience				
Volunteer participation				
Real Estate experience				
Leadership experience				
Participation Civic involvement, clubs, committees, community events				
Computer, software and database competency				
Contract management				
Experience working with Seniors				
<b>OTHER EXPERIENCE</b>				

**PLEASE USE THE FOLLOWING CODES TO MARK EACH COLUMN:**

**FREQUENCY:** 4 = 3 to 5 times weekly, 3 = Once/twice weekly, 2 = One to three times monthly, 1 = Rarely one to four times per yr., 0 = no experience, willing to learn

**LENGTH OF EXPERIENCE/TRAINING:** 4 = 2 or more yr, 3 = 1 to 2 yr., 2 = 1/2 to 1 yr., 1 = 3 - 6 mon, 0 = No experience

**RECENCY:** 2 = Recent experience within last 2 yrs., 1 = Experience over 2 yr ago, 0 = No experience.

**EMPLOYER/TRAINING:** Provide the name of the employer or training program, class, etc.