



BELVEDERE

GOLF & COUNTRY CLUB

Membership Coordinator – Temporary Year Long Maternity Leave Fill-In (with opportunity for permanent placement in related department afterwards)

Job Summary

As the Membership Coordinator your focus and primary objective is to drive new memberships by implementing management and membership initiatives. This position will be the prospective member's initial contact; ensuring the prospect's impression of Belvedere is that of a welcoming private golf club. Your secondary objective will be to oversee all current member communications such as email marketing, newsletters (The Belvedere Bulletin), updating website content, social media postings and management, member media boards and any other communication tools using consistent branding and imagery.

Your direct report will be to the General Manager, though you will spend a great deal of time assisting other Department heads and being an asset to the functionality of Belvedere GCC's day-to-day operations. You will continually develop positive working relationships and rapport with department managers/supervisors, and all staff. Along with driving new membership, you will work alongside each department to assist in the coordination and delivery of outside corporate events and inside club events and/or programs, in efforts to continually strengthen current and future membership.

Key Competencies

- Highly creative, hardworking, and motivated towards building membership recruitment program.
- Excellent communication skills. Strength in composing, reviewing, and editing any written correspondence is an asset.
- Exceptional planning, organizing, and customer service skills.
- Team player with ability to work with other team members and develop strong interoffice relationships.
- Extremely flexible with the ability to work early mornings, late evenings, and weekends as the job dictates.
- Self-motivated towards personal and professional growth.

Education and Experience

- Working knowledge of private club environments. Private Golf Club knowledge is an asset.
- Demonstrates effective interpersonal skills directed towards membership sales.
- Knowledge of Jonas software (or equivalent).
- Proficient with Microsoft Office programs (Word, **Excel**, **Outlook**, Power Point, and **Publisher**), Social Media Platforms, and Website Management.
- Post-secondary degree or diploma with relevance towards career growth.