

## **Manager of Undergraduate Social Club**

We are seeking a Club manager with strong interpersonal and organizational skills. Responsibilities include managing day-to-day operations and vendors for a small, urban social club.

**Location:** The job is located in the Cambridge/Boston area.

### **Job Responsibilities**

- The position reports to the Club's Graduate Board
- Schedule/supervise/oversee Club members and events for membership:
  - Plan lunches, dinners and parties for members and guests at the Clubhouse and, periodically, in other cities.
  - Help organize annual Fall membership campaign
- Supervise/oversee cleaning, cooking and service staff
- Direct, supervise and assist with daily operations and Alumni event marketing.
- Working with the Undergraduate leadership, ensure that Club facility and equipment are kept clean, attractive, and in compliance with Club standards and local regulations
- Be the primary Club interface to alumni members outside the Boston area and ensure Graduate donations are accounted for and recognized via personal postcard.

### **Job Benefits**

- Competitive salary and bonus
- Parking

### **Job Skills & Qualifications**

- Experience in hospitality
- Strong interpersonal skills
- Knowledge of Quickbooks and Excel/Google Docs helpful
- Ability to pass a standard background check

Interested applicants should send Cover Letter and Resume to Mr. Tony Bienstock at:

tonyb@revellcapital.com