



## Marketing & Member Relations Coordinator

**Wannamoissett Country Club** is proud to be part of the East Providence, Rhode Island community. The Club was established in 1898 and hosted the 1931 PGA Championship. The Club plays host to the Northeast Amateur Invitational (NEA) golf tournament each June. Wannamoissett is a family oriented upscale, traditional country club.

Visit our web site: [www.wannamoissett.com](http://www.wannamoissett.com)

### **Job Summary:**

Serves as a marketing and communications coordinator for all member and non-member related content and activities at the Club. This position works closely with all department heads and reports directly to the General Manager. The position will provide timely and appropriate communications while utilizing effective marketing tools that assist in the delivery methods to the current membership. Fostering relationships amongst the membership to help build long-lasting and satisfied members.

### **Primary Role & Responsibilities**

- Membership outreach, communication, recruitment, and retention. Work with the membership chairperson and committee. Maintaining membership roster. New member on-boarding and integration process.
- Build and maintain club website and online marketing. Manage web presence including electronic/social media (*e.g. Facebook, Instagram, Twitter, Google, etc.*), newsletter, public relations, website, and printed collateral.
- Develop a consistent and active marketing and communication strategy. This includes planning, developing, and implementing the club's marketing strategies, marketing communications, and public relations activities, on both external and internal levels. Work with General Manager to act as a liaison to the Board including reporting, monthly meetings, and annual meeting preparation/execution.
- Work with club staff and various department heads to identify, complete and implement one unified annual Club calendar of events; update the calendar as needed and communicate events to the membership.
- Occasionally attend conferences, workshops, and meetings in the club industry.
- Provide recommendations to the General Manager and various club committees regarding marketing, communication, promotion, and membership retention ideas and opportunities.

**Candidate Qualifications:**

A Bachelor's or Associates's degree in Communications & Marketing, Public Relations in Hospitality, or two (2) years of work experience in a similar role.

Experience with the following: MS Office (Word, Excel, PowerPoint, Publisher), Google Chrome, JONAS (Club Management Software), and Adobe Acrobat Professional are considered a plus.

Email resumes to the Club's General Manager, Paul J. Flood, CCM at [pflood@wannamoisett.com](mailto:pflood@wannamoisett.com)