



## **Tedesco Country Club Member Communications / Assistant to the GM**

### **POSITION DESCRIPTION SUMMARY**

Responsible for all Club communications including, but not limited to: website, emails, newsletters, push notifications, and social media platforms. Assists the General Manager / COO with admirative responsibilities.

### **ESSENTIAL FUNCTIONS AND ACCOUNTABILITIES**

Include the following, other duties may be assigned:

- It is necessary that each employee perform a multitude of different functions; therefore, as an essential part of your job, you will be expected to help others when the occasion arises, just as other employees are expected to help you. Accordingly, you may be expected to perform other tasks as needed or as directed.
- Adhere to all of the various written mandatory standards of operations, policies and procedures, manuals, memos, oral instructions, etc., all of which go to make up the essential functions of the job.
- Exceptional member/guest service skills are required for this position
- Must genuinely enjoy people and appreciate the private club environment
- Must enjoy serving others and derive real satisfaction from contact with a variety of people and backgrounds
- Must maintain a high standard of appearance as well as a high profile while exemplifying exceptional hospitality, exemplary service and flawless preparation
- Must also be detail-minded, focused, possess knowledge of social customs and etiquette
- This position requires a working knowledge of current communication methods and social media and be very capable with computers, software and apps.
- Plan, communicate, market and execute one unified annual Calendar of Member Events, which is in alignment with national events. Promote Member events to ensure optimal attendance through personal contact, electronic, telemarketing and printed mediums. Personalize and target market to Members with specific interests and needs relating to offerings.
- Maintain internal Member communications in the Club; update Media boards; design event promotion mediums; posters, staff buttons, displays, flyers, etc.
- Participate in high visibility activities such as ambassador in Members Grille and/or other areas during special events and tournaments to facilitate relationship building, Member dialogue and create opportunities to create excitement about Club happenings.

- Create, edit, and proof the Club's printed and electronic communications i.e., Club stationery, statement stuffers, table tents, calendars and any other printed material required by the Club.
- Responsible for creating, editing, designing and implementing member newsletters and weekly emails
- Serves as editor for Club marketing tools which include the Club website, newsletter, monthly Calendar of Events. Also includes:
  - Gathering and reporting information pertinent to keep Members informed of activities both past and present
  - Working with Department Heads to identify items that need to be covered in the newsletter and on website
  - Interfacing with Members to include their articles and events in the newsletter and website
  - Writing copy and supervising deadlines to ensure proper and timely distribution to Membership
  - Submitting all final drafts to GM/COO for final approval
- Assists with Member orientations and onboarding
- Maintains the Clubs Master Calendar for all club and outside events
- Performs general office work such as filing, mailing and copying
- Maintains accurate and comprehensive files and records
- Work habits include regular attendance, initiative, dependability, and promptness.
- Computer literate with skills in Windows, Internet, Webpage Development, Excel, Word, PowerPoint and graphics programs required. Must be able to quickly learn how to use new software.
- Excellent communication skills - both written and verbal - required. Detail oriented and multi-task proficient.
- A team player attitude is a must for this position as well as strong leadership and motivational skills. Personality must be warm, friendly and outgoing. Professional appearance is a must as well as a mature outlook and demeanor.

### **EDUCATION and/or EXPERIENCE**

Prior business experience in membership programing, marketing, relationship management, sales, customer service and/or fundraising.

Undergraduate degree preferred. Preferred concentrations in communication, journalism, public relations, or marketing.

Send resume and cover letter to [mikem@tedescocc.org](mailto:mikem@tedescocc.org).