

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

*This position is well suited for a mature professional nearing the twilight of their career

Interested applicants should send Cover Letter and Resume to Mr. Barry Bausano, Graduate President at: barry.bausano@gmail.com