



Job Title: Event Coordinator

Department: Food & Beverage/Membership

Reports To: General Manager, F&B Manager, Director of Membership and Communications

Location: The Club at Barefoot Beach, Bonita Springs, FL

Position Type: Part Time

Available: February

### **About The Club at Barefoot Beach**

The Club at Barefoot Beach is a private, member owned club offering a lifestyle of leisure, fun, variety and a calendar of social events. The Club is located in Bonita Beach directly on the Gulf of Mexico amid several acres of tropical paradise.

### **Job Overview**

As an Event Coordinator at The Club at Barefoot Beach, you will be an integral part of both the Food & Beverage and Membership team, supporting the planning and execution of a variety of events to enhance the overall member experience. Under the guidance of the Director of Membership and Communications, you will gain valuable hands-on experience in event coordination within a prestigious beach club setting. This immersive program offers hands-on experience in planning and executing events, along with exposure to the exclusive world of private club events.

### **Key Responsibilities**

- **Event Planning:** Meet with members and guests to plan and organize a diverse range of events, including social gatherings, member-exclusive functions, and special occasions.
- **Vendor Management:** Liaise with vendors, suppliers, and service providers to ensure the seamless execution of events, from catering and decor to entertainment and transportation.
- **On-Site Event Support** when required: Provide on-site support during events to ensure smooth operations, handle logistics, and address member needs promptly to ensure seamless event execution.

- **Coordinate Event Logistics:** Manage event timelines, schedules, and logistics to ensure events are executed flawlessly. This includes coordinating set-up, breakdown, and overseeing event staff.
- **Administrative Tasks:** Assist in administrative duties related to event coordination, such as creating Event Orders, timelines, designing room and floor plans
- Exude an assertive and positive attitude towards learning, a professional demeanor with subordinates, peers, and members, and have a receptive attitude towards feedback from colleagues and members.
- A willingness to work the hours needed to get the job done and have the flexibility to adjust to daily changes common in the hospitality industry.

### **Qualifications and Skills**

- Preferred: 5 years hospitality experience in Private Club, Hotel or Resort
- Excellent verbal and written communication skills along with excellent customer experience and comfortable managing client expectations
- Ability to follow directions through to completion & complete tasks quickly and accurately
- In depth Food & Beverage knowledge and Industry trends
- Strong organizational and multitasking abilities
- Excellent communication and interpersonal skills
- Detail-oriented with a high level of accuracy
- Enthusiastic, proactive, and able to work independently and as part of a team
- Familiarity with event planning tools and software is a plus in particular ClubEssential

### **How to Apply**

Interested candidates should submit a resume and cover letter detailing their relevant experience and interest in the position to **Kimberly Viola (gm@theclubatbarefootbeach.com)**. Please include "Event Coordinator – [Your Full Name]" in the subject line.

The Club at Barefoot Beach is an equal opportunity employer. We encourage candidates of all backgrounds to apply.