

Founded in 2000, Cedar Hammock Golf & Country Club is a full-service, private, 501(c)(7), member-owned country club. We are dedicated to consistently providing our members with unparalleled service and superior experiences. Cedar Hammock offers 18 holes of Championship golf, four tennis courts, four swimming pools and is currently undergoing a \$12 million dollar amenities enhancement project that includes a new state of the art fitness center, clubhouse pool with a full - service Cabana Bar and kitchen, two bocce courts, and additional outdoor Veranda dining off the existing Clubhouse.

We are creating the position of Member Services / Communications Coordinator to increase our member engagement at the club. We are looking for a valued team member to deliver exceptional customer service to a welcoming membership.

The Member Services & Communications Coordinator should be adept at simultaneously managing multiple projects and tasks, with strong attention to detail, as well as a team player, working in collaboration with the leadership team. The position requires a high level of competency and the ability to keep workflow consistent and on time. The position requires innovative spirit and drive, highly developed interpersonal skills, excellent verbal and written communications skills and organizational skills.

Member Services / Communications Coordinator

- Serving as the gatekeeper and editor for all communications to Members, both print and digital
- Serving as the champion for the Club's communications standards, including design, accuracy, and appropriateness of content, as well as the elimination of typographic or grammatical errors.
- Weekly emails to the membership, updates, reminders etc.
- Creating professional event posters to be displayed throughout the Club, aimed at driving attendance
- Updating and maintaining: the Club website.
- Creating monthly calendars both online and print.
- Developing Food & Beverage posters, menus and table tents.
- Maintaining Club's Member bulletin boards and digital displays
- Actively developing and maintaining the Social Media platforms for the Club
- Creativity in using video, blogs, podcasts and any other media as additional sources of communication. Available to help capture photos for Club events.
- Completing other special projects as assigned by the leadership team.

Minimum Required Skills & Abilities

- Desire and willingness to work in a collaborative, flexible and team-oriented work environment
- Excellent organizational and analytical skills
- Strong attention to detail
- Strong and clear communication skills in both written and verbal correspondence
- Ability to prioritize and multi-task
- Ability to handle confidential information in a discreet and professional manner
- Ability to establish and maintain effective working relations with managers and team members

Qualifications

A Bachelors or Associates degree in Communications & Marketing, Public Relations Hospitality or Resort Management, or two (2) years of work experience in a similar role. The ideal candidate would also have experience with some or all of the following: Software: Clubessential (website) or similar, JONAS (Club Management System), Adobe In Design, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat Professional, MS Office (Word, Excel, PowerPoint, Publisher). Well versed in: Firefox/Safari, Google Chrome, Internet Explorer/Edge, HTML, Facebook, Instagram. Enjoys taking photos, videos, and creating content to share with our membership

COMPENSATION

Very Competitive salary commensurate with qualifications and proven track record; customary benefits including employee meals, health, vision and dental care, life insurance, 401k with employer match (after 1 year of employment), etc.

To apply please email your letter of interest and resume to: Jim Kurtzeborn, General Manager
Chclubupdates2020@gmail.com