

SWFL YACHT CLUB SEEKS COMMUNICATIONS PROFESSIONAL!

Pelican Isle Yacht Club



JOIN OUR TEAM! 

PELICAN ISLE YACHT CLUB IS THE YACHT CLUB
OF CHOICE IN SOUTHWEST FLORIDA!

WITH 450 MEMBERSHIPS AND 190 BOAT SLIPS, AS WELL
AS A RICH OFFERING OF LIFESTYLE PROGRAMMING
AND AMENITIES, WE ARE RECOGNIZED AS THE
#7 PLATINUM YACHT CLUB IN AMERICA AND A
TOP 50 PLATINUM YACHT CLUB IN THE WORLD!

#WEYACHTTHIS



LONG-TERM CAREERS

The Club is comprised of Members and Employees who are proud of our friendly and inclusive atmosphere, professional organization, and beautiful location!

Communications & Lifestyle Coordinator Position Overview

The ideal candidate has three-five years experience in the Private Club Industry. This fun and creative position requires strong written/verbal communication skills and must be detail/deadline oriented. This role includes heavy administrative work, which requires proficient computer literacy and excellent written/oral communication skills. Must be able to multi-task and interact with multiple individuals and departments on a daily basis. This individual must also direct, manage and promote the Club's Lifestyle Programs with all associated departments. Need strong follow-up, scheduling and accurate record keeping skills. This is an opportunity to join a cohesive, tenured, and highly functioning team that works well together and enjoys the support of our Membership.

Communications

- Responsible for development of Club Planning Guide and detailed Communication Calendar management.
- Serve as website and mobile app administrator, to ensure content is timely, comprehensive, accurate, appropriate and attractive.
- Maintain creative content that is self-generated, as well as work with departments to coordinate content to train and support others in publishing materials according to branding standards.
- Write, compose and edit all Club e-letters/e-blasts and newsletter articles; collects, organizes and submits all copy for production in a timely basis; proofs contents for corrections and changes; and responsible for design and layout of page format and cover design.
- Distribution and reporting of frequent Member and Activity Interest Surveys to track Member satisfaction and increase usage/readership.
- Responsible for maintaining current presentations for tv and lobby display. Includes creating promotional flyers for all Club events and Member communication areas.
- Attend various PIYC Lifestyle and Special Events to take photos/videos for communications, publication and for Member distribution.

Lifestyle Programming

- Build relationships with PIYC Members through management of active Lifestyle Offerings.
- Encourage Members to participate in Club Lifestyle and Dining events.
- Attend selected Club Special Events to greet Members/Guests.
- Work closely and meets regularly with Cruising, Paddle Sports/Fitness, Bocce and Fleet Committees.
- Work directly with the PIYC Cruising Activities Committee on Fall and Spring Cruise selections, destination agenda descriptions/fees, promotion, cruise registration, lotteries, coordination of trip rosters, financial allocation and evaluation.
- Continue to expand, research, survey and evaluate Member Lifestyle Programming.



Benefits

Pelican Isle Yacht Club is a positive work environment, supports continuing education and offers excellent benefits.

Paid Time Off
Health Insurance
Dental Insurance
Vision Insurance
Simple IRA

Compensation is commensurate with experience.



How To Apply

Interested qualified candidates should send a resume with a compelling letter of introduction to Kathie Pedit, CMP, Director of Marketing & Membership Development at membership@piyc.net.



Full Job Description



PELICAN ISLE

YACHT CLUB

26° 17.5'N / 81° 49.3'W

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