



Position: Special Dining & Event Coordinator

The position is coming available as a long-time team member moves out of state; this is a great opportunity for an exceptional individual to continue building a strong program.

Reports to: Food & Beverage Manager

Department: Food & Beverage

Pelican Isle Yacht Club is a member-owned private yacht club in North Naples with 390 Memberships, 190 Boat Slips, recently completed a \$4.8M renovation to enhance the Member experience and continue Membership growth. PIYC has both elegant and casual dining outlets with magnificent views of Wiggins Pass. The Club is comprised of Members and Employees who are proud of our friendly and inclusive atmosphere, professional organization, and beautiful location. In 2019 Pelican Isle Yacht Club was ranked #7 on the Platinum Clubs of America.

The Special Dining & Event Coordinator is instrumental in providing an exceptional Member/Guest experience through positive communication, planning and administrative support to the Food and Beverage Manager and strong Member Services. Primary tasks include concept development, event promotion, planning & execution of our Club Signature & other events. This position will work closely with our Food and Beverage leadership team, Membership Coordinator, and Club Administrator. This key individual will interact with Members by phone and in person on a daily basis.

The Ideal Candidate:

Is passionate about their work and a consummate team player who enjoys delivering remarkable Member Service. This is a high intensity position that requires an attentiveness to detail and coolness under pressure. Candidates who possess a general knowledge of the club hospitality and/or food & beverage service industry are preferred; excellent organizational skills required. Must have a working knowledge of word processing and computer graphic applications. The following qualities will contribute to success:

- Experience with Excel, Word, Publisher, PowerPoint, Outlook, Jonas, and Members First
- Ability to work independently, remain on task, and seek guidance as needed
- Strong decision-making skills coupled with ability to understand and adhere to policy
- Strong verbal and written communication skills
- Willingness to learn, grow and accept challenges
- Experience in events, food and beverage or membership services
- Enjoys Professional Networking; stays current on industry trends

Primary Duties and Responsibilities:

- Act as the first line of communication to the Membership regarding special dining and event planning for both private and Club hosted events
- Provide highest level of Member Service during all interactions
- Assist with concept development for Club special dining and Member hosted events
- Understand and be able to educate Members and guests on the Club's event hosting capabilities
- Work closely with Food and Beverage Manager and Executive Chef on menu planning and event set up
- Assist with developing a décor plan and overseeing event set up
- Produce and disseminate event planning documents
- Conduct effective time management to maximize presence during key meetings, events, and peak dining hours
- Develop and maintain strong relationships with outside vendors for both short term and long term support
- Understand and adhere to budgetary requirements; track and report event-related expenses

Additional Position Requirements:

- Collaborate with colleagues for routine and special projects
- Understand private club hospitality and food and beverage operations
- Work closely with Administrative Team to provide Food and Beverage focused Member-Services
- Post and promote dining and event information on Club Website and other media as needed
- Produce all print media required for the Food and Beverage department
- Possess excellent personal organization, time management, prioritization, and record keeping skills
- Availability to work nights, weekends, and holidays



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

Pelican Isle Yacht Club is an Equal Opportunity Employer
Pelican Isle Yacht Club is a Drug Free Workplace

Interested professionals may submit resume along with a letter of introduction to:

dawnmarie@piyc.net