



St. Andrews Club

Communications & Membership Coordinator

Private Club in Delray Beach Florida seeks a well-organized, writer/editor to run outward facing communications with membership and to organize our web and mobile membership sites. Solid communication skills, problem solving skills and ability to multi-task are essential. Proven skills in Photoshop, and web publication software are also essential. Ability to dependably work on daily and weekly deadlines is essential. Job is to build excitement for daily, weekly, and monthly events. This person will also produce a monthly publication about the club and its membership. We request high quality writing samples and examples of your website work. Salary is commensurate with experience.

The Communications & Membership Coordinator is responsible for all internal and external club communications, and membership administration.

Responsibilities for Communication Managing and maintaining content on the club's website, both the public and member-only sides.

- Creating and sending member communications via email and text message.
- Creating graphics and posters for member event promotion.
- Writing and editing of club member communications.
- Creating and updating club promotional materials
- Capturing photo and video content for promotion and archives.
- Organize and maintain the club's image and video archives.
- Maintain the club's member events and internal staff calendars.
- Work with the club's Communications Committee.

Responsibilities for Membership

1. Coordinate with prospective members and their sponsors to ensure accurate and timely submission of applications and compliance with all applicable requirements as specified by the Membership Committee.

2. Conduct tours for prospective members.

3. Process prospective-member applications to ensure that all paperwork has been completed accurately and in a timely manner.

4. Process requests for membership-class transfers, resignations and reinstatements.
5. Coordinate with Controller to report approval of new members and changes of membership status to ensure accurate and timely processing of financial implications.
6. In conjunction with the Membership Committee, develop and conduct, as needed, a New-Member Orientation Program to ensure that new members are aware of member financial obligations as well as Clubs rules, regulations and policies, bylaws, governance procedures and committee structure.
7. Generate and maintain timely membership summary ("recap") reports, membership waiting lists, and Membership Committee correspondence.
8. Develop and maintain a member database(s) designed: (1) to identify membership activities of interest of new members; (2) to track utilization of membership activities; and (3) to be a resource for the Nominating Committee, committee chairs, and the Board of Governors in identifying members whose professional and/or other experience, special interests and other characteristics could be beneficial to the Club in various capacities, i.e., to match members with appropriate leadership opportunities.
9. Assist with new-member development, including the Summer Membership program.

The following qualifications and skills are preferred, although candidates with a range of experience will be considered:

- A bachelor's degree in a relevant field. Communications and/or marketing is a plus.
- CMP designation preferred
- Experience in marketing or communications. Prior private club, customer service, and/or administrative experience is highly desired.
- Technology proficient in Microsoft Office and Adobe Creative Suite, photoshop and web publication software programs. Ability to adapt and learn new technology and software programs is a must.
- The ability to complete projects on short deadlines and operate through regular interruptions.
- A professional appearance and demeanor along with ability to discreetly handle sensitive and confidential information are musts.

Salary is commensurate with experience; full benefits package is available along with membership in PCMA.

Job Type: Full-time

Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- Holidays
- Monday to Friday
- Overtime
- Weekend availability

Supplemental Pay:

- Signing bonus

Ability to commute/relocate:

- Delray Beach, FL 33483: Reliably commute or planning to relocate before starting work (Required)

Work Location: One location