

## **Communications & Events Summer Intern – Join Our Team at LeBaron Hills Country Club!**

Are you looking for an opportunity to grow your career in a dynamic environment? LeBaron Hills is seeking a **Communications & Events Summer Intern** to join our team!

### **About Us:**

**LeBaron Hills Country Club** opened in 2001 as one of the premier golf courses on the South Shore. The championship 18 hole private course designed by Cornish, Silva & Mungeam, Inc. is a challenging 6803 yards with a par of 72 and plays host to approximately 23,000 rounds annually between member and guest play. Along with the golf course, LeBaron Hills Country Club features tour class practice facilities, an upscale seasonal restaurant, and a busy functions and events business.

While our primary focus is creating an exceptional experience for our members, we also host a select number of outside functions and outings throughout the year. From golf to dining to special events, our team works together to make sure every guest feels welcome and cared for. Behind the scenes, we're equally dedicated to running a smooth and professional operation, with strong business practices that support the member experience.

### **Position Overview**

We are seeking a motivated and detail-oriented **Communications & Events Summer Intern** to join our team. This internship offers hands-on experience in hospitality, event coordination, and member communications within a private country club environment. The ideal candidate is detail-oriented, comfortable juggling multiple projects in a fast-paced environment, and interested in marketing, communications, event planning, or hospitality management.

This is a **part-time** position (from mid-May to mid-August) requiring approximately **25-30 hours per week**, with some flexibility in scheduling.

### **Responsibilities**

#### *Communications & Marketing*

- Assist in managing and updating all communication channels including social media platforms, the club's website, and the club's mobile app
- Create, produce, and send weekly newsletters and additional member email communications as needed

- Design, update, and distribute printed marketing materials throughout the clubhouse
- Maintain and update member & non-member email lists with accurate contact information

#### *Event Coordination & Administrative Support*

- Respond to event inquiries received by providing menus and availability, answering initial questions, and tracking leads
- Support the event booking process by preparing contracts, collecting deposits, sending receipts, and confirming payment details
- Conduct weekly follow-ups on outstanding or unanswered event inquiries
- Assist with event coordination by updating BEOs (Banquet Event Orders) and invoices, and confirming all event details with the customers including timelines, food and beverage selections, room set up details, and final guest counts
- Organize event supplies and coordinate any weekly supply orders
- Support the on-site execution of events, assisting with event set up, day-of coordination, and post-event wrap up as needed

#### **Qualifications**

- Currently enrolled in or recently graduated from a program related to: Communications, Marketing, Hospitality Management, Event Management, Business, or a related field
- Strong written and verbal communication skills
- Highly organized with strong attention to detail
- Comfortable using email platforms, spreadsheets, social media platforms, and basic design tools for marketing purposes
- Ability to manage multiple tasks in a fast-paced environment
- Professional, dependable, and customer-service oriented

#### **Benefits**

- Compensation: \$18.00/hour
- Golf privileges on select days and times
- Real world experience in hospitality, event planning, and member communications
- Exposure to both marketing strategy and behind-the-scenes event operations
- Opportunity to build professional skills in a client-facing environment
- Mentorship and hands-on learning in a country club setting

## **Details**

- Hours: Hours vary based on event schedule and operational needs, including evenings and weekends
- Location: LeBaron Hills Country Club – 183 Rhode Island Rd. Lakeville, MA 02347

Interested candidates should send a cover letter and resume to [HR@LebaronHills.com](mailto:HR@LebaronHills.com), attention Alex Shea Will, Business Operations Manager.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

LeBaron Hills is committed to providing equal employment opportunities and advancement to all individuals. Employment decisions are based on merit, qualifications, and abilities. LeBaron Hills does not discriminate in employment opportunities or practices on the basis of a person's race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, disability, status as a disabled Veteran or Vietnam-era Veteran, genetic information or other protected status.