



## **Member Communications & Events Assistant Job Description**

### **SUMMARY:**

Mayfield Country Club is hiring a creative, energetic, detail-oriented individual to assist with implementing the overall marketing & communications plan for the Club. The Member Communications & Events Assistant will also work closely with the Event Coordinator on the planning and execution of Club and Private Events. The person in this role will maintain an ongoing relationship with Members in support of the Club's goals to maintain high levels of Member satisfaction and achieve overall Membership retention and growth.

### **ESSENTIAL FUNCTIONS:**

- 1) Oversees and creates content for all digital channels of Club communication including website, social media applications, and e-mail distribution
- 2) Establishes and creates print materials for all aspects of the Club including menus, fliers, and in-house signage
- 3) Assists Event Coordinator in the planning and day of execution of Club created events and Member sponsored private events
- 4) Organizes and distributes all event information to Department Head staff in a timely and accurate manner
- 5) Attends and participates in weekly staff meetings and weekly event planning meetings
- 6) Actively seeks innovative ways to improve the communication of information to Members
- 7) Establish and maintain positive Member relationships
- 8) Provides administrative support to management and department heads as needed
- 9) Completes other special projects, assignments, and duties as directed

### **OPERATIONAL OVERVIEW:**

The Club is open six days a week from April thru October and four days a week, November thru March. Mayfield CC is closed during the month of January for the annual winter shutdown. The overall operation is extremely seasonal with the majority of the Club's events taking place during the summer months.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

- 1) Must be able to represent the Club in a professional manner including appearance and attitude
- 2) Excellent organizational skills with extreme attention to detail
- 3) Proficiency in copywriting, grammar, and proofreading skills
- 4) Ability to manage last-minute changes with flexibility
- 5) Consistent focus on providing exceptional customer service to all Members and guests
- 6) Willingness to work hours (including weekends/holidays/evenings) as needed per calendar of events
- 7) One year of private Club related work experience is preferred

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and interpret retail product labeling. Ability to speak effectively before groups of customers or associates of organization.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to stand, walk, and use hands and fingers to handle, or feel. The associate frequently is required to reach with hands and arms and talk or hear. The associate is occasionally required to sit; walk; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**POINT OF CONTACT:**

Please submit resumes to:

Dan DeCrow

General Manager

The Mayfield Sand Ridge Club

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