COMMUNICATIONS MANAGER

PARK RIDGE COUNTRY CLUB
PARK RIDGE, ILLINOIS

OVERVIEW

The Communications Manager reports to the General Manager/ COO and is responsible for ensuring all internal and external communication and marketing efforts are consistent with brand standards. The successful candidate will be outgoing, exceptionally detail oriented, collaborative, organized, time-efficient and possess a 'can do' attitude.

THE ROLE

The Communications Manager is directly responsible for developing the monthly newsletter, weekly email blasts, event flyers & marketing materials, and other written or digital communications that are needed. In addition, the Communications Manager is responsible for maintaining the Club's Website and Social Media Platforms.

The Communications Manager also provides administrative support for the Membership Committee and assists with all Membership Marketing materials.

COMPETENCIES

- Excellent communication, writing, & digital content creation skills.
- Ability to thrive in a cross-functional team environment.
- Fluent in Adobe Creative Suite and Microsoft 365 Applications
- Proficient in Social Media Communications (Facebook Business, Google Business, Instagram, Linked-in, YouTube, etc.)
- Proficient with HTML or Website Management Software (WordPress, North Star Club Management, Club Essentials, Members First or Similar).
- Excellent Organization and Time Management Skills

EDUCATION & EXPERIENCE

- Bachelor's degree is highly desirable, preferably in communications, marketing, or public relations.
- Prior experience in private clubs, high-end hospitality or membership-based organizations a plus

SALARY

Open and commensurate with qualifications and experience. The Club offers an excellent benefits package and working environment.

HOW TO APPLY

Please submit a resume and cover letter to:
Derek Sidley, CCM
General Manager / COO
derek@parkridgecc.org