



NORTH OAKS GOLF CLUB MISSION STATEMENT

To foster lifelong friendships and a sense of community by serving the needs and desires of our membership through exceptional golf, dining, and social activities in a family-focused atmosphere.

CORE VALUES

Family & Friendship

Creating camaraderie and memories amongst family and friends is at the heart of everything we do.

Excellence

We strive to be the very best we can be in everything we do. We maintain the highest standards of quality.

Engagement

We engage our members by offering a diverse array of golf and social experiences. We inform and involve our members on what is happening at their club.

Integrity

We engender trust and respect, acting ethically and encouraging open and honest communication.

Service

We go to extraordinary lengths to create memorable experiences for our members and their guests.

Community

We commit ourselves to being good stewards of the community and environment while being inclusive and welcoming to all.

Fiscal Responsibility

We meet the needs of our membership by providing good value in a fiscally responsible manner.

Event Coordinator

Department: Food & Beverage / Administration

Reports To: Director of Catering, Director of Food & Beverage

Position Type: Full-time – Full-time - FSLA Hourly Non-Exempt

Job Summary:

The Events Coordinator is responsible for managing all aspects of member-catered events and plays a leading role in the development of club events. This position will work closely with our Director of Catering, Director of Food & Beverage, Dining Service Managers, Executive Chef, and all front of house staff to develop and support the initiatives of the Club related to catering and events.

Event Planning

- Coordinate events as assigned by the Director of Catering including but not limited to: holiday parties, retirement parties, team banquets, family dinners, bridal and wedding showers, weddings, celebrations of life, business meetings and assist with all major golf related events.
- Serve as a lead planner for the portfolio of the NOGC Family Guide dining, social & golf events.
- Assist in fielding event inquiries and questions. Provide tours and cost estimates as needed.
- Coordinate all aspects of assigned events with detailed event orders which include timeline information, menu, beverage arrangements, set up needs, billing information, special requests and layout/floor plans.
- Work proactively to resolve issues that arise and provide timely follow-up to member inquiries.
- Oversee communication of event details to appropriate staff including seating arrangements, room setup/layout, AV needs, decorations, and vendor deliveries/setup/pickup details.
- Welcome clients on the day of the event and assist in a supervisory role for the staff when needed.
- Follow up with members post-function to thank them and build the relationship.
- Maintain detailed files for past events regarding counts, special instructions, and suggestions for changes in future.

Administrative and Miscellaneous

- Attend and support other NOGC events as needed.
- Perform other appropriate tasks and initiatives assigned by the General Manager, Director of Membership, Membership Engagement Coordinator, Director of Catering, and Food & Beverage Manager.

Skills and Qualifications:

- 2+ years' experience in private club industry or event industry.
- Excellent written and verbal communication skills.
- Strong attention to detail and exceptional organizational skills.
- Take-charge attitude, self-starter and highly service oriented.
- Strong interpersonal communication skills with the ability to generate productive relationships with clients/members.
- Ability to multi-task and manage time proficiently.
- Highly proficient in various software programs like Microsoft Office, Reserve, Social Tables, Fore Tees, and Clubsoft.
- Flexibility to work evenings and weekends.

Salary: \$26.50/hour

Physical Demands and Work Environment:

- Capable of standing and working on your feet for extended periods of time with the ability walk, climb stairs, balance, stoop, kneel, crouch, bend, and stretch.
- Willing to work indoors and out where cold, hot, humid, and noisy conditions exist.
- Ability to push, pull, and carry small objects up to 40 pounds.

Benefits:

- Health, dental and vision insurance
- Life insurance 1x salary
- LTD, AD&D
- Health Savings Account, \$800 contribution from the Club
- 401K with Club matching up to 4%
- Profit sharing potential
- 3 weeks vacation time
- 48 hours sick pay annually, up to 80 hours max in subsequent years
- Clothing allowance
- Golf on select Mondays
- Employee meals provided twice daily
- Annual Bonus potential