



MAGNA GOLF CLUB

Events Coordinator & Membership Liaison 15 Month Contract (Nov. 2019 – February 2021)

Position Summary

Reporting to the General Manager, the Events Coordinator & Membership Liaison is responsible for overseeing the planning and execution of all private member, corporate and club events. Additionally, responsible for the execution of communication internally and externally to the membership, while providing exceptional customer service.

Position Expectations

Event Manager

- Plan and organize events for members and sponsored guests as well as club hosted and Magna International events, ensuring they are on time and within budget, managing and overseeing all details from inception to completion to invoicing.
- Understand client vision and needs to create event proposals. Liaise with client on ongoing basis until completion of event to maintain open dialogue to ensure their expectations and needs are met.
- Manage relationships, pricing and orders with external vendors and oversee the delivery and execution of their product in delivery of the event.
- Lead internal requirements with various department heads to plan up to and during events, coordinating all logistical requirements for golf, food and beverage, audio visual, and clubhouse operations.
- Oversight and administration of club calendar for events, meetings, suites and catering bookings.
- Work closely with both golf and food & beverage departments to ensure the successful implementation of events.
- Field phone calls and emails from external clientele looking to host events and general inquiries pertaining to the club.
- Manage annual event budget as well as processing all event invoicing and managing all event administration.
- Excellent documentation skills to record all details of executing events. Document meeting minutes for food and beverage team meetings.

Membership Liaison

- First point of contact for membership and act as liaison between membership and management by fielding and responding to all questions and concerns.
- Problem solving different situations for members and management team.
- Create, edit and produce all of club communications to membership.
- Maintain public filing system on shared drive for event documents, floorplans, and menus.
- Create and produce yearly roster book for membership.
- Greet and provide tours to prospective golf and social members.
- Administrator of club website including creation and maintenance of email distribution lists and execution of club mass email correspondence, communicating and advertising club events, maintaining on-line event calendar.
- Responsible for initiating and processing club billings and maintaining accounts receivable.
- Participate in annual budget forecast with General Manager, Food and Beverage Manager, Executive Chef, Head Golf Professional, and Club Controller.
- Other administrative functions including producing expense reports and maintaining guest lists.

Candidate Requirements

- 2-5 years of experience in event management.
- Strong business and financial acumen with experience in managing event budgets.
- Exceptional organizational skills with a high attention to detail and the ability to multitask in a fast-paced environment.
- Proficiency in all Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
- Must possess superior verbal and written communication skills.
- Ability to build successful partnerships with members, guests and vendors.
- Must be able to work a flexible schedule including early mornings, days, evenings, weekends, holidays.
- Ability to meet multiple deadlines, juggle several events and prioritize tasks.
- Ability to work independently and in a team environment.
- Strong interpersonal and client-service skills.
- Sound problem-solving skills and judgment.
- Strong logistical and strategic planning skills.
- Experience with Jonas Club Management Software is an asset.

MORE ABOUT MAGNA GOLF CLUB

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Magna Golf Club's goal is to be home to one of the best golf courses in the country, have the best clubhouse in Canada, and provide a golf and hospitality experience that is second to none. We are committed to providing every member and their guest with an unparalleled experience. This is only attainable through our staff's pride, professionalism and dedication to customer service.

We thank you for your interest, only those who are selected for an interview will be contacted. Accommodations for disabilities in relation to the job selection process are available upon request.