

## **St. Clair Country Club**

**Position: Event Coordinator**

**Reports to: Food & Beverage Director**



### **Summary:**

The Event Coordinator promotes the Club's dining facilities for private banquets, business and social meetings and other member-related activities. The position will be responsible for planning, coordinating, and executing all aspects of events hosted at the country club including administrative and operational responsibilities. The ideal candidate will work closely with members, vendors, and the Club's staff across multiple departments to ensure seamless event operations, ensuring every event exceeds expectations and adheres to the club's high standards.

### **Essential Duties and Responsibilities:**

- Assists with promoting and marketing the club's social events
- Collaborates with members and clients to understand their event vision, needs, and preferences
- Coordinates all event logistics, including scheduling, vendor management, catering, layout and audiovisual setup for banquets, luncheons, meetings, weddings, dances and other social, club related and golf events
- Develops detailed plans for each catered event in conjunction with Food & Beverage Director, Executive Chef, Banquet Chef, and Housekeeping Manager
- Prepares diagrams for buffet tables, guest tables, and other function room set-up needs for each event
- Provides guest tours and offers suggestions in efforts to sell the club's facilities for the occasion being planned
- Transmits necessary information and coordinates event planning with production, serving and housekeeping staffs; arranges for printing of menus, procuring of decorations, entertainment and other special requests, etc.
- Inspects finished arrangements, and oversees event execution, ensuring that all aspects run smoothly and promptly
- Provides highest level of hospitality service
- Handles member and guest complaints thoroughly and timely

### **Safety and Compliance**

- Ensures that the club's policies, procedures, and safety standards are followed for every event
- Obtains necessary permits for special events/functions

## **Administrative and Financial**

- Assists with on-going sales efforts for group and local function business
- Works with the Chef and Food & Beverage Director to determine selling prices, menus and other details for catered events; oversees the development of contracts
- Assists in the preparation of the marketing plan and annual budget to increase the profitability of the banquet operation; monitors performance against budgets, recommends corrective actions as necessary to help assure that budget goals are met
- Ensures all appropriate charges are billed correctly to each event and forwarded to the accounting department

## **Innovation**

- Attends staff and management meetings to review policies and procedures, upcoming business and to continually develop quality and image of banquet and catering functions
- Conducts after-event evaluations to improve quality and efficiency of banquet functions
- Tracks new products and trends in food service and catering applicable to the club

## **Other**

- Assumes responsibility of manager on duty (MOD) or Closing Manager when necessary
- Performs other tasks as assigned

## **Education and Experience:**

- Bachelor's degree in Hospitality, Event Management, or related field preferred
- 3+ years of event planning or coordination experience, preferably within a country club, hotel, or similar high-end hospitality setting
- Strong knowledge of Food and Beverage operations
- Proven record of event planning, organizing, and executing special events
- Knowledge of event software and tools i.e. JONAS, Prism
- Proficient in Microsoft Office Suite including Excel and Word

## **Qualifications:**

- Excellent member/customer service skills
- Excellent organizational and time-management skills
- Strong interpersonal, verbal, and written communication skills
- Strong attention to detail and commitment to delivering expectations of excellence

- Ability to think creatively and take initiative
- Excellent problem-solving skills with solution-oriented mindset
- Flexibility to work evenings, weekends, and holidays as required for event schedules
- Must be able to stand/walk for up to 8 hours and regularly lift up to 30 pounds

**Benefits:**

- Competitive salary based on experience
- Health, Dental and Vision
- Golf privileges on certain days (with management approval)
- Free staff meals
- Paid Time Off
- 401K (after 1 year of service)
- Professional Development and Continuing Education

**To Apply:**

Please submit your resume and cover letter of interest to Human Resources, Darlene Pauley at [dpauley@stclaircc.org](mailto:dpauley@stclaircc.org).

## St. Clair Country Club

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[www.stclaircc.org](http://www.stclaircc.org)



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