

Membership & Communications Coordinator

- **The Opportunity**
 - The Hinsdale Golf Club, established in 1898, located in Clarendon Hills, Illinois, is seeking a full time Membership & Communications Coordinator. A family club featuring a historic Tudor style clubhouse with an 18-hole golf course along with tennis, aquatic, paddle tennis, skeet shooting dining facilities.

- **Desired Qualifications:**
 - College degree and 3 to 5 years equivalent relevant work experience
 - Experience in a country club or hospitality/resort environment is preferred
 - Proficient in Microsoft Office programs: Word, Excel, Publisher, Outlook, graphic design programs and club management software
 - Website / App management experience
 - Candidate should be a skilled multi-tasker and be detail and deadline-oriented

- **Membership and Board Responsibilities** include, but are not limited to:
 - Administrative Assistant to Membership Committee
 - Assemble monthly meeting materials
 - Enroll and process new members, utilizing club management software.
 - Provide member support throughout the duration of their membership process
 - Maintain membership files
 - Process member classification requests and changes
 - Maintain and update member profiles in club management software
 - Maintain new member relations including welcome and onboarding
 - Administrative Assistant to Board of Directors and all its Committees, maintaining confidentiality in all regards
 - Assemble monthly meeting materials
 - Execute Board approved additions and changes regarding membership status
 - Execute Board communications to members / membership
 - Maintain Board of Director records

- **Communications Responsibilities** include, but are not limited to:
 - Compile and produce annual Member Directory
 - Create monthly newsletters
 - Create new and maintain existing content on club website
 - Create and distributes weekly e-newsletter
 - Create and distribute all e-mail marketing
 - Design and produce event advertisements, publications and invitations
 - Design and update menus

- **Other duties:**
 - Supervise and delegate assignments to reception staff and ladies' locker room staff
 - Administrative Assistant to the Club Manager, assisting in clerical, administrative and communications tasks

- **Compensation Package:**

- Salary is competitive and commensurate with experience and qualifications. Benefits include a holiday bonus, 401(k) plan, health insurance, vacation and sick leave.

SEND RESUME TO:

Hinsdale Golf Club

Attention: Membership & Communications Coordinator

140 Chicago Ave., Clarendon Hills, IL 60514

Fax: (630)986-5360

E-mail: admin@hinsdalegolfclub.org