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BURLINGAME COUNTRY CLUB

Event Coordinator

Department: Events/Clubhouse
Reports to: Clubhouse Manager
Supervises: Supervisory duties are not included in this position.

Job Summary:

This position supports the Clubhouse Manager in administrative duties, attends events as requested and is fully trained in all Concierge duties, support multiple departments including but not limited to Food and Beverage and Administration.

Essential Job Tasks:

- 1.) Works closely with Clubhouse Manager.
- 2.) Inputs event information into the Reserve Database.
- 3.) Creates and provides floor plans for all events.
- 4.) Updates BEO's on daily, weekly and as needed basis.
- 5.) Schedules appropriate vendors based on event needs (AV, Rentals, Valet).
- 6.) Confirms details with clients.
- 7.) Inputs food and beverage consumption after events are over (Check with F & B for consumption sheet).
- 8.) Performs general office work such as word processing, filing and operating copy and fax machines.
- 9.) Works on special projects as assigned.
- 10.) Works on marketing material for Events department.
- 11.) Assists the Clubhouse Manager with the creation and execution of Club/Social events.
- 12.) Attends meetings with the Clubhouse Manager as requested, take notes and input information into database.
- 13.) Reviews BEO's for the following week and let the Clubhouse Manager know what information is still needed.
- 14.) Works closely with operations to ensure inventory needed for large events and rent when necessary.
- 15.) Covers front desk when needed.
- 16.) Performs other various duties as assigned by management.

Education: Associate or bachelor's degree preferred.

Experience: Experience in Hospitality, Events and/or Customer Service preferred. Excellent organizational, communication and time management abilities. Team player and professional demeanor.

Physical: Bending, squatting, lifting up to 20lbs. or more and turning required.

Please send resume to: jessica@burlingamecc.org

Jessica Arnold
Clubhouse Manager
80 New Place Road
Hillsborough, CA 94010