

Marrakesh Country Club - A private country club and HOA in Palm Desert, CA is seeking a strong Membership & Social Event Coordinator.

Reports to: General Manager

Works in unison with the General Manager, Committees, Club Staff, and on-site realtors to accomplish objectives.

Job Summary:

Membership Coordinator

1. Follow-up on Member referrals.
2. Conducts new member and tenant orientations
 - Distributes new member documents and procures the required signatures for membership.
 - HOA CC & R's
 - HOA Rules & Regulations & Bylaws
 - Country Club Rules & Regulations & Bylaws
 - Member Roster
 - Orientation Packet: *security form, transponder form, earthquake information form, architectural guidelines, etc.*
3. Arranges new member tours and introductions to department heads.
4. Works with Member Billing Coordinator to maintain accurate membership files.
5. Maintains membership report for the board of directors.
 - Records new home owners, membership changes for existing members, new non-resident memberships or non-resident member changes.
6. Conducts renter orientations.
 - Distributes orientation packet and obtains required renter documentation.
7. Other tasks as assigned.

Social Event Coordinator

1. Updates website as needed.
 - Including, but not limited to the following:*
 - a. Member Information
 - b. Club Calendar
 - c. Post Event Flyers
 - d. Post Monthly Newsletter
 - e. Updates board, committee, and staff information.
 - f. Program changes
2. Develops membership email blasts.
 - Gathers information from department heads and staff regarding special events, programs, community information, etc., for dissemination to the membership via email blast.
3. Maintain social media channels: Facebook and Instagram
4. Develops monthly newsletter.
5. Effectively respond to member comments and requests in accordance with the standards, policies and rules. Uses ideas, feedback and suggestions to continuously improve the services provided to the members.

6. Support all club events to include publicity and promotion to increase attendance.
7. Support programs by developing brochures and flyers.
8. Tracks the success and overall performance of all membership activities.
9. Create, update, and distribute information to members through the correct channels.
10. Serve as a liaison between membership and operations of the club.
11. Attend committee, board, and town hall meetings to gather information for members away and to show solidarity.
 - Report membership count information at the board of directors meeting.
12. Present during club operating hours and during special events to assist in meeting and greeting members and guests.
13. Occasionally attend summer suppers during the summer months.
14. Responsible for maintaining confidentiality of all member information.
15. Helps with developing annual club calendar.
16. Other tasks as assigned.

Requirements:

Strong Marketing, Communication, and Website experience. Service oriented with excellent customer relations is a must.

MS Office suite including MS Word, Excel, PowerPoint, Outlook, Website, Facebook, Instagram, Jonas (helpful), *InDesign or other marketing software.*

Benefits:

The club offers an exceptional benefits package including: medical, \$50K life, LTD, and optional dental & vision, 401k with employer match, paid vacation & holidays.

Work Hours:

Full-time position, work days are typically Tuesday thru Friday, 8:30 am – 5:00 pm and Saturday 9:00 am - 3:00 pm in season (Nov - May) and Monday - Friday 8:00 am - 4:30 pm off season (June - Oct).

Work Environment:

This job operates in a professional office and clubhouse environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanner, filing cabinets, and fax machines.

To apply: Please e-mail your letter of introduction and resume to hrijobs760@gmail.com or fax to Attn: Laura Venezia, HR at (760) 568-4087.

- No phone calls please.