



**Tiburon Peninsula Club** is searching for a dynamic, and experienced Events & Communications Manager.

**TPC** is an upscale Tennis, Swimming, and Fitness Club near downtown Tiburon. Membership enjoys tradition as family friendly club. Facilities include Clubhouse with Café, 12 tennis courts, 3 swimming pools, jacuzzi, Fitness & Kids Center. TPC is a very active club with a wait list to belong.

### **Position Summary**

The Events & Communications Manager is responsible for the development and production of the club's newsletter, maintenance of club website and other internal and external written communication. He / She will also be responsible for promoting club events to members and Tiburon community.

Additional responsibilities include providing excellent customer service to our members and TPC co-workers by greeting everyone with WARMTH exhibiting PRIDE in TPC.

**Duties and Responsibilities:** Professional and courteous service includes

- Coordinate member communication and event promotion including email blast, fliers, signage and social media
- Editor of newsletter (graphic design experience)
- Communicate and coordinate events between club departments and maintain master club calendar
- Maintain and promote club's Website content and usage to members and staff
- Maintain accuracy and integrity of member data base
- Plan, promote and execute club and member parties, events and programs
- Coordinate member event RSVPs and report as needed
- Complete written documentation for member parties and events, clearly communicating pricing and policies
- Distribute and tally member surveys
- Fill in for members services as needed
- Attend and oversee events as directed
- Manager on Duty as needed

**Qualifications: Experience, Competencies and Education**

- BA in Marketing or Business preferred or equivalent experience
- Ability to work independently and able to multi-task
- Basic computer skills, MS Office suite including Word, Excel, Outlook, Publisher, Adobe (Clubsoft Access experience a plus)

### **Compensation Package**

- Competitive salary and performance incentives
- Benefits – Medical, Dental & Vision
- 401K match – Up to 4% match
- Paid vacation

### **Reporting Relationship**

- Reports directly to TPC General Manager
- Reports indirectly to Member Services Director

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel, or crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close and distance vision, depth perception, and the ability to adjust focus.

### **Hours**

Varying/flexible schedule, but must be available for some nights, weekends, and holidays

Qualified and interested may submit a cover letter and resume to: [danm@tiburonpc.org](mailto:danm@tiburonpc.org)

No phone calls please

