

THE TOWN AND COUNTRY CLUB

The Town and Country Club is a private social club founded in 1893. It is the second oldest woman's club in the nation. During the 1906 earthquake and fire, the clubhouse was destroyed and the members sought new quarters on Union Square. The club moved in to the current clubhouse in 1909 when the building was rebuilt.

The Town and Country Club is an equal opportunity employer in compliance with all city, state and federal regulations including San Francisco Fair Chance Ordinance.

JOB DESCRIPTION: MEMBERSHIP SERVICES DIRECTOR

Revised: April 25, 2019

Summary: The Membership Services Director provides direct support for membership development and event planning enhancement. Additional duties are production of monthly newsletter, website development, social media, email blasts, and other club communications. The work is done individually and as a team member in conjunction with other club members and personnel. This is an hourly position.

Qualifications:

- Knowledge and experience in public relations, marketing and social media is required.
- Non-profit experience as it pertains to capital campaign and fundraising is desirable.
- Effective communication in oral and written English is required. Other language proficiency is helpful.
- Hospitality skills are preferred.
- Good organizational skills and attention to detail are required.
- College degree required.

Duties and Responsibilities:

1. Coordination of all member communications for message, content, and quality. The goal is to cultivate a deep sense of purpose and vision within the club and extended San Francisco community. Specific duties include, but are not limited to, monthly bulletin, weekly emails, website, event promotions, etc.
2. Development of cohesive, cross-channel marketing strategies based on member insights, social and business trends, and club priorities, partnering closely with the Board, club members and greater San Francisco community.
3. Support of co-workers and management in facilitating the goals of the Club. Duties include, but are not limited to: event planning, projects, attending training sessions and staff meetings, assisting other operating departments, and taking on other duties as may be assigned.

Physical Requirements:

- Standing and walking for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Bending and being able to lift and carry up to 40 pounds.
- Finger dexterity to manipulate objects with fingers rather than with whole hand(s) or arm(s).
- Communication skills using the spoken word.
- Ability to see within normal parameters and hear with normal range.
- Ability to move about-

Attire/Grooming: Attire and grooming shall at all times be conservative business attire. Coat, necktie and collared shirts required for men. Other appearance standards are covered in the Employee Handbook.

Salary: Commensurate with experience. \$26.50-\$31.00 per hour.

To apply: please send resume with cover letter to towncc1@pacbell.com by May 15, 2019.