



Events & Member Services Director
Astoria Golf & Country Club, Astoria, Oregon
To apply, contact jared@astoriagolf.com

The Events & Member Services Director is in charge of arranging and directing the activities of Club sponsored and member events in accordance with established policies and procedures. This position is responsible for planning and coordinating food and beverage service at private and Club functions with a focus on quality, exceptional service, budget adherence and accountability. Works closely with Food & Beverage Service Manager as well as other departments to assure that members' and guests' expectations are exceeded, and the highest quality food and service are delivered.

Duties to be performed:

- Key point of contact for arranging & planning banquets, luncheons, meetings, weddings and other social events in conjunction with culinary personnel; obtains & produces pertinent information needed for guest planning.
- Provides tours and offers suggestions in efforts to sell the club's facilities for the occasion being planned.
- Performs general office tasks not limited to word processing, preparation of presentations, spreadsheets and analysis.
- Accounts Payable and processing member payments
- Responds to inquiries and takes reservations for member functions
- Confirms reservation counts prior to events and provides to the appropriate departments.
- Facilitates the billing for all private and Club functions.
- Distributes weekly Banquet Event Orders (BEO), floor diagrams, supplements and calendar of events to each department. Maintains the BEO postings in the kitchen.
- Works closely with Food and Beverage Service Manager and Executive Chef to coordinate all details of private and Club events
- Maintains member event files
- Creates printed materials for events including menus, place cards and seating signage
- Answers the telephone and acts as the Front Desk receptionist
- Assist in procuring of decorations, fulfilling of entertainment and other event rental needs.
- Performs special projects as assigned by the Club Manager.

Reporting Relationship: Club Manager

Minimum Requirements for Position:

- Bachelor's degree in Hospitality Management or Public Relations is preferred. Minimum education: High school graduate with a commitment to continuing education.
- At least 3 years' experience as an event coordinator.
- Well-organized with excellent multi-tasking abilities.
- Outstanding vendor management skills.
- Strong communication and interpersonal skills. Proficient in the use of Microsoft Word, Excel, Outlook, PowerPoint and In-Design.
- Organized and self-directed individual who is "business savvy" and a team player.
- Ability to handle confidential information in a private and professional manner.
- Excellent communication and listening skills.
- Ability to manage multiple priorities and meet specific time lines.
- Ability to exercise independent judgment in business situations.
- Creative with a keen-eye for detail.