



INDIAN HARBOR YACHT CLUB

Est. 1889

Greenwich Connecticut

Position: Part-Time Communication Coordinator

Reports To: Assistant General Manager

Job Summary

This position oversees all aspects of the yacht club's communications and member development, assuring successful member engagement, satisfaction, member recruiting and retention. This position works closely with the Club's management, board of directors, club committees, proposers, current members, and other club administrative staff.

Job Functions: Writing | Editing | Communicating | Marketing | Customer Service | Member Relations

Essential Duties and Responsibilities

- Develop and execute a cohesive communications strategy that enhances the awareness of the yacht club's brand and communicates the club's story both to the general public and more importantly, to the club's member community. This effort entails working collaboratively with the management team, club committees and board of directors
- Create content and manage the club's various communications media -- website, weekly news emails, event flyers, seasonal publication, social media channels, and membership book -- as well as identify and manage any new media needed for effective communications
- Engage with Admissions and Member Committees to respond to membership inquiries and to undertake member and candidate networking events
- Coordinate communications with candidates and their proposers throughout the admissions process, including the welcome letter and membership package to new members.
- Post new members on the website, in the newsletter
- Attend selected committee meetings to plan and schedule events & activities, then coordinate communications and marketing of said events and activities
- Be a supportive team player who actively contributes in staff meetings and effectively communicates information that helps all associates increase their understanding of membership goals, policies, procedures, satisfaction and retention

Qualifications

- Bachelor's Degree is required and preference will be given to candidates with a Master's degree in an appropriate field that is relevant
- Previous private club experience preferred, yacht club experience favored
- Strong knowledge of Microsoft Office, Clubessential, Jonas, social media (Instagram, Facebook, etc.)
- Graphic design experience or photo editing skills required (Canva, PicMonkey or other apps)
- Excellent communication skills both verbal and written word
- Capable interviewer, content writer, savvy marketer, and copy editor

Preferred Knowledge, Skills, Abilities and Ambition

- Able to work well under pressure and meet deadlines
- Efficient time management skills
- Friendly, social, patient, diplomatic, positive attitude
- Marketing and communications acumen
- Knowledge and familiarity of sailing, boating and yacht club operations

Required Experience

- Hospitality/Marketing/Communications: 1-2 years min.

Industry

- Hospitality
- Yacht Club / Private Club/ Customer Service/Member Service
- Communications, Marketing, Advertising & Sale

Compensation & Benefits

This is a part-time, year-round position.

Compensation will be competitive and commensurate with the candidate's experience and preparation.

Nominations and Resumes

Nominations, expressions of interest, and resumes should be forwarded to Remus Ciolomic or Joel Labuzetta at RCiolomic@indianharboryc.com or JLabuzetta@indianharboryc.com

All communications will be kept confidential.