

Canton Woman's Club, 822 Market Avenue North; Canton, OH 330-453-4802

cwclubManager@gmail.com

## **Event Coordinator-Part-time**

### **GENERAL RESPONSIBILITIES:**

- Respond to all Member and Public Event Inquiries in a timely and professional manner.
- Manage the reservation system for both Member and public events.
- Coordinate the scheduling of events and the corresponding staffing needs in conjunction with the Head Server and Kitchen Manager.
  
- Act as Hostess for all member and public events
- Ensure all steps of services are being followed guaranteeing quality service to Members and guests. Resolve any complaints.
- Prepare Check and collect money from guests for outside and special Member events.
- At all times, work closely with the Board of Directors to achieve the best interests of the membership.
- Create a comfortable, respectful, congenial, atmosphere for the members and the public using the Club; relate to them in an efficient, patient, and organized manner.
- Work to maintain a schedule of profitable, efficient, and well-managed events.
- Be familiar with all duties of Club's paid personnel and fill in if necessary.

### **RESPONSIBILITY TO THE BOARD OF DIRECTORS:**

- Submit a detailed written and oral report to the Corporate Board at its monthly meeting. Include upcoming events, as well as data regarding the number and type of inquiries and events booked.
- Develop, initiate, and implement marketing plans to increase Club bookings. Submit such plans to the Corporate Board for approval before initiation.

### **Work with specific Board Members on as as-needed basis:**

- Corporate Board Chairman
- Corporate Treasurer
- Corporate Ways and Means Chairman
- Corporate Publicity Chairman

## **RESPONSIBILITY FOR STAFF**

- Motivate Staff and Member Volunteers to ensure member and guest satisfaction and to create a positive working environment.

## **PHYSICAL REQUIREMENTS:**

- Ability to push, pull, or lift 25 pounds using proper body mechanics.
- Ability to work standing, walking, or moving for 3-4 hours without needing to sit down.

## **Education/Experience**

- High school diploma.
- A degree in business management or any related field preferred.
- Experience in management or a leadership role.
- Excellent communication skills.
- Ability to coach staff members.
- Computer literate.
- Ability to remain calm and professional.
- Willingness to work additional hours as required.
- Valid Driver's License
- Able to be bonded