



## **Events & Experiences Coordinator**

**Position:** Full Time / Hourly

**Reports to:** Projects & Amenities Manager

**Pelican Isle Yacht Club**, a Member-owned Private Club in North Naples, is recognized as the #7 Yacht Club in America and a Platinum Club of the World, with 420 Memberships, 190 Boat Slips, and an established waitlist. The Club is comprised of Members and Employees who are proud of our friendly and inclusive atmosphere, professional organization, and beautiful location.

**The Events & Experiences Coordinator** is a dynamic and detail-oriented professional responsible for planning, organizing, and executing a variety of events and activities. This role requires creativity, attention to detail, and the ability to manage multiple tasks to create memorable experiences for our Members and Guests. The ideal candidate is passionate about hospitality and excels in delivering exceptional event and activity coordination.

### **Duties and Responsibilities**

- Works directly with Club Staff to plan and execute Club events and activities
- Collaborates with Members to fulfill special dining and event requests
- Primary point of contact for Member-coordinated Club events and activities
- Works closely with the Director of Food & Beverage and the Executive Chef on menu planning and event set-up
- Produces, distributes, and maintains banquet event orders
- Designs and produces all print media pertaining to events and activities
- Promotes Club event and activity information on the Club website and mobile app
- Creates and sends communications related to events and activities while following Club branding guidelines
- Assists with the oversight of events and activities from start to finish
- Constructs, administers and analyses Club surveys
- Understands and adheres to budgetary requirements, tracks and reports expenses
- Develops and maintains strong relationships with outside vendors
- Provides exceptional customer service to all Members and Guests
- Ensures daily tasks are completed
- Maintains a well-inventoried and organized event storage area
- Attends weekly sync with Supervisor to keep abreast of projects and outlined tasks
- Collaborates with colleagues on calendar planning and special projects
- Provides administrative support
- May be required to perform other related duties as assigned

## **Skills and Abilities**

- Ability to work independently, remain on task, and seek guidance as needed
- Knowledgeable of Food & Beverage operations
- Communicate effectively with Staff, Members and Guests in a professional manner
- Maintain needed computer skills required to handle workload including Outlook, Word, Excel, Publisher, PowerPoint, MembersFirst, Jonas Club Management Software, Constant Contact, Canva, GroupValet, Adobe, Slack, and Zoom
- Adhere to all Club policies and procedures
- Multitask in a high volume, fast-paced environment
- Work in both an indoor and outdoor environment
- Availability to work nights, weekends, and holidays

## **Our New Team Member Will Possess the Following Essential Qualifications**

- Minimum 3 years of related work experience in event planning or catering in the private club, resort, or hospitality industry
- Polished and professional in appearance and demeanor
- Able to provide analysis and apply critical thinking and problem-solving skills
- Self-starter, well-organized, and detail-oriented
- Innovative and solution-minded approach to meeting daily challenges
- Possesses excellent written and verbal communication skills
- Enjoys working with a team and has strong interpersonal skills
- Willingness to learn, grow, and contribute to an evolving organization

## **The Position and How to Apply**

Compensation is competitive and commensurate with qualification and experience. PIYC offers an excellent benefits package.

Pelican Isle Yacht Club maintains a safe and drug-free workplace.

Interested candidates should send a resume and compelling letter of introduction to [projects@piyc.net](mailto:projects@piyc.net).