



**ARMY NAVY COUNTRY CLUB**  
Established 1924

**Club Events Coordinator**  
**[www.ancc.org](http://www.ancc.org)**

Army Navy Country Club, a full service, private member-owned Platinum Country Club of America with two locations in Northern Virginia, is looking for an experienced Club Events Coordinator who will be responsible for our many Member, Private Dining and Wine Club events held at our Arlington, VA campus. Working closely with the Catering Manager and F&B team he/she will be responsible for the entire administrative process associated with Club Events including event planning, creating event orders, assisting with reservations, booking vendors, ensuring room setup is correct, handling check-in and member billing after the event. Additional duties include creating a weekly valet schedule, printing event menus, assisting with member inquiries and acting as the Club POC for some weddings. A knowledge of Jonas software would be beneficial but is not mandatory.

We are looking for someone with verifiable ‘attention to detail’ and multi-tasking skill sets. Experience working in a busy Club catering & banquet environment would definitely be a plus. The successful candidate will have a personable, outgoing style and must be comfortable working with members to ensure a memorable experience.

Ideally, applicants should have a minimum of 2 years experience in a 4/5 Star hotel/resort or country club. Please include a cover letter and current resume.

Apply to:  
Andrew Welch  
Director of Clubhouse Operations  
Army Navy Country Club  
1700 Army Navy Drive  
Arlington, VA 22202  
[andrew.welch@ancc.org](mailto:andrew.welch@ancc.org)