

Sulgrave Club – Catering and Membership Coordinator

Overview

Private Club on Dupont Circle is now accepting applications for a Catering and Membership Coordinator to join our Catering and Membership Team. The Catering and Membership Team is responsible for overseeing the new member process, maintaining records of current members, communications of Club happenings through our website and the monthly bulletin, and the successful planning of private parties and Club events. The Catering and Membership Coordinator's main responsibility will be to manage the reservations for all Club events and provide administrative support to the Director and Manager of Catering and Membership. The right candidate will have excellent written and spoken communications abilities, creativity, and administrative skills.

The Catering and Membership Coordinator serves as our primary contact with the membership for all Club event reservations and special requests, as well as being the first point of contact for the Catering and Membership office.

Ours is a formal environment so business dress is required. Unique to this Club is the fact that the Sulgrave closes for service in July and August. During this time, casual dress and abbreviated working hours are standard.

Job Duties

- Update Club Events and Membership Bulletin Boards
- Maintains Club Events on Website
- Manages Club Event Reservations including count increases, decreases, cancellations, confirmations, and special requests from members and guests.
- Provides administrative support to the Catering and Membership Team, as well as to the General Manager
- Assists with the production of Club events, galas, and theme parties from concept to creation, including registration at the event and group brainstorming during the planning process
- Communicates daily with members by phone and email – excellent communications and interpersonal skills are a must
- Assists with the Membership process and preparation for Club Committee meetings
- Assists the Club Controller with annual funds appeals to the membership
- Other duties and assignments at the request of the Director of Catering and Membership or General Manager

Skills

- Organization – This job is right for you if checking off lists, color coding, alphabetizing and putting things in order are some of your favorite things
- You have an eye for detail, spotting what is missing and fixing what is not visible
- Deadlines motivate you and you are a team player
- Microsoft Proficiency Required – Adobe Suite (specifically Adobe Design), JONAS, and/or Clubessentials experience a plus

To Apply

Please send resume and cover letter to HR@sulgraveclub.org.