

WE ARE HIRING!

EVENTS COORDINATOR

The ideal candidate will have a strong interest in learning about planning and executing events of all sizes and styles. They will be responsible for helping with our social, corporate and member events as well as playing a key role in facilitating weddings at Stewart Creek.

Areas of Responsibility:

- Acquire hands-on professional experience planning and participating in a range of wedding coordination and social events
- Tasks include planning, logistics, décor set-up, client relations and day-of support
- Also required to lead sales tours with perspective clients and showcase the Stewart Creek brand for future events

Required Skills and Qualifications:

- Excellent organizational and time management skills
- Outstanding communication and interpersonal abilities
- A roll-up-your-sleeves approach with a willingness to support the team in any task that is required
- Creativity and attention to detail
- Ability to work under pressure and adapt to last-minute changes

Benefits:

- Wage ranges from \$21 - \$23/hour (based on experience) plus % of gratuities
- Permanent, year round commitment of 24 – 32 hours per week
- Monthly staff functions & complimentary staff golf program
- Discount on F&B and golf shop retail items

Please send your resume and cover letter to:

Sarah Spreen Horne, Events Manager: sarahspreenhorne@scgolf.ca

