



## COMMUNICATIONS MANAGER

PARK RIDGE COUNTRY CLUB  
PARK RIDGE, ILLINOIS

### OVERVIEW

The Communications Manager reports to the General Manager/ COO and is responsible for ensuring all internal and external communication and marketing efforts are consistent with brand standards. The successful candidate will be outgoing, exceptionally detail oriented, collaborative, organized, time-efficient and possess a 'can do' attitude.

### THE ROLE

The Communications Manager is directly responsible for developing the monthly newsletter, weekly email blasts, event flyers and marketing materials, and other written or digital communications that are needed. In addition, the Communications Manager is responsible for maintaining the Club's Website and Social Media Platforms.

The Communications Manager also provides administrative support for the Board and assists with all Committee Marketing materials.

### COMPETENCIES

- Excellent communication, writing, & digital content creation skills
- Ability to thrive in a fast paced, cross-functional team environment
- Fluent in Adobe Creative Suite or Canva and Microsoft 365 Applications
- Proficient in Social Media Management (Facebook, Google, Instagram, Linked-in, YouTube, etc.)
- Proficient with Website Management Software, or ability to train. The Club currently uses the North Star Club Management platform
- Excellent Organization and Time Management Skills

### EDUCATION & EXPERIENCE

- Bachelor's degree is highly desirable, preferably in communications or marketing
- Prior experience in private clubs, high-end hospitality a plus