



Position: Communications Coordinator
Facility: Ottawa Hunt & Golf Club
Location: Ottawa ON
Closing Date: January 27

Ottawa Hunt and Golf Club is a Premier Golf, Curling, and Social Club in the Ottawa area. The Club is currently seeking a Communications Coordinator.

Position Overview:

The Communications and Membership Services Coordinator is responsible for implementing and managing the Club's communication strategies both internally and externally, enhancing member engagement, and developing initiatives to increase and maintain a robust waiting list. This role combines marketing expertise, communication excellence, and a member-first approach.

Key Responsibilities

Communications

- Oversee all internal and external communications, ensuring the Club's messaging is engaging, consistent, and aligned with its brand identity.
- Develop and manage the marketing and communication budget, including cost tracking and analysis.
- Create and execute effective communication strategies to foster member engagement, loyalty, and satisfaction.
- Plan and oversee the design, content, and production of all communication and marketing materials, including newsletters, magazines, emails, APP notifications and event promotions.
- Manage and optimize the Club's app, website, and social media platforms, ensuring regular updates and engaging content.
- Establish and implement social media strategies to enhance brand visibility and member engagement.

- Write, edit, and proofread all Club publications, including magazines, newsletters, and promotional materials.
- Design and produce print materials, such as membership brochures, tournament entries, in-house signage, and menus.

Membership Services

- Assists with developing and executing strategies to attract new members and build a strong waiting list.
- Enhance member satisfaction and retention through targeted initiatives and personalized communication.
- Create and implement marketing plans to promote membership benefits and foster a sense of community within the Club.

Qualifications

- Bachelor's degree in Communications, Marketing, Public Relations, or a related field.
- 2+ years of experience in communications, marketing, or membership services, preferably in the hospitality, golf, or private club industry.
- Exceptional writing, editing, and proofreading skills with an eye for detail.
- Strong proficiency in website management, social media platforms, and content development tools.
- Proven ability to develop and execute successful communication and marketing strategies.
- Excellent organizational and project management skills, with the ability to manage multiple priorities effectively.
- Strong interpersonal and customer service skills, with a member-focused approach.

Competencies and Skills

- Strategic thinker with the ability to translate objectives into actionable plans.
- Creative and innovative approach to communication and marketing initiatives.
- Collaborative team player with strong leadership and problem-solving skills.

Working Conditions

- Full-time position with occasional evening and weekend responsibilities based on Club events and activities.
- Office environment with periodic on-site presence during events and member activities.

How to apply

You can contact Christine Demers at cdemers@ottawahuntclub.org for more information or to supply a resume.