



Communications Manager

FLSA Status: Exempt
Department: Membership
Reports to: Director, Membership/Lifestyle or Other Department Manager or Director

General Purpose:

Serves as the point person for all club and community communications, including but not limited to, the monthly newsletter, flyers, association notices, calendars, member emails, club email blasts, social media, website and daily maintenance member communications and signage around the club.

Essential Duties:

- ◆ Acts as main point of contact for all managers, board members and committee chairs in creating all event marketing, onsite collateral.
- ◆ Supports the Membership/Lifestyle Director in creating member programming.
- ◆ Works closely with department managers to collect proper information to efficiently create collateral pieces in a timely manner.
- ◆ Acts as primary owner for all member website duties; responsibilities include updated and creation of online content, distribution of communication, tracking member activity and collecting member feedback.
- ◆ Creates and distributes all regular member correspondence including but not limited to: Monthly Member Newsletter, Club announcements, and seasonal procedural updates.
- ◆ Performs various administrative duties including operating key office machines such as computer, calculator, fax machine and copiers.
- ◆ Regular and reliable attendance.
- ◆ Performs other duties as required.

Education/Experience:

Associate's degree (AA) or equivalent from two-year college; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

Regularly walks and stands. Occasionally reaches with hands and arms, stoops, kneels, crawls and crouches. Occasionally lifts up to 25 pounds.

Environment/Noise:

Noise level is moderate. Occasionally exposed to outside weather conditions.

Certificates/Licenses:

None Required

Specific Job Knowledge, Skills, and Abilities Preferences:

- ◆ Ability to read and speak English in order to perform the duties of the job (e.g. the associates are required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates use are in English).
- ◆ Knowledge of Microsoft Office applications, Canva, and Must Have Menus.

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.