

## **The Village Club Communications/Membership Administrator – Part Time**

The Village Club, a well-established private club in Bloomfield Hills, Michigan is looking for a charismatic, well-organized, personable individual to handle Club communications and membership administration on a part-time basis.

### **COMMUNICATIONS RESPONSIBILITIES:**

- \*Excellent writing, proofreading and editing skills.
- \*Gather information for Club from management and membership for newsletters, website updates and other Club communications.
- \*Maintain Club calendar, dining specials and Club wide monitors with current information
- \*Printing, stuffing and mailing of Club communications as required

### **MEMBERSHIP RESPONSIBILITIES:**

- \*Handle membership operations including meeting with membership committees to plan events and orientations, design and print invitations, create videos and other visual displays, prepare registration materials.
- \*Attend membership functions and conduct tours for prospective members.
- \*Promote customer relations in interactions with prospective, current and former members. Follow up on prospective applicants and report on all prospective and new members to committee
- \*Provide membership demographic and other reports to management and committees as requested
- \*Work with Controller to organize and maintain membership files including development of written procedures.

### **REQUIRED SKILLS:**

- \*Microsoft office including Word, Excel, PowerPoint
  - \*Adobe InDesign software & Adobe Photoshop software knowledge a plus
- Hours 9-3 weekdays, some flexibility with evenings and weekends required

Resumes may be returned to: [generalmanager@thevillageclub.org](mailto:generalmanager@thevillageclub.org).