



### **Club Details**

Sunnyside Golf & Country Club  
1600 Olympic Drive  
Waterloo, IA

Sunnyside Golf & Country Club established in 1919, was originally located at 1409 Newell Street. In 1970 the present site was established at 1600 Olympic Drive. Sunnyside Golf & Country Club is a prestigious private club, owned and operated by an incorporated membership located in the Cedar Valley area of Waterloo, IA. The mission of Sunnyside Golf & Country Club is to provide members with a pleasant venue to play golf, tennis, swim, host fine dining, casual dining and other social functions. Entertaining at the Club is a way of life for our members.

### **Job Summary:**

The Event Coordinator is the primary point of contact for all members and their guest who wish to plan an event at the club. The principle focus of this position is on assuring that the wants and needs of club members and guest are consistently exceeded. He or she will be responsible for developing and implementing a sales plan to increase private event sales as well as member events. Further, he or she will be responsible for oversee all administrative and operational aspects of preparing and serving events, including supervising of staff.

The Event Coordinator will fostering relationships with Members, individuals and corporations who book even as to maintain a catalogue of repeat business while prospecting for new events. Additionally, he or she will promote locally via bridal shows and other public events, which heighten awareness within the community. This position works closely with the Executive Chef when designing custom menus and the entire management team to communicate for upcoming events.

### **Job Requirements:**

- Two years experience as a Catering/Events Coordinator within fine dining or upscale private dining establishment
- Solid understanding of banquet revenue generation
- Proven track record of sales performance

- Knowledge of social etiquette
- Creative menu development skills
- High energy, outgoing personality
- Organizational skills and attention to detail
- Strong technical literacy including Microsoft Word & Excel
- Diplomatic team player able to foster relationships with Members, employees and guest

**Educational Requirements:**

Hospitality major in college preferred; must be able to communicate very well, read, write, and understand English fluently

**Date Position Available**

Immediately

**Salary Range**

\$35,000 to \$50,000

**Other Benefits**

- Compensation is commensurate with qualifications and experience
- Medical & Life Insurance
- Vacation Pay & Sick Pay
- Complimentary Meals
- Relocation Expense

**Please send resumes and cover letters to:**

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