



About Us

Islington Golf Club is a private club founded in 1923, during the “Golden Age” of golf course construction and designed by renowned architect, Stanley Thompson. Surrounded by 6500 yards of golf course parkland in Toronto’s west end with Mimico Creek winding its way through tree-lined fairways, the club is a wonderful place to enjoy a day on the links with family and friends.

Awarded Club of the Year 2019 by the Canadian Society of Club Managers, we provide an excellent working environment and are pleased to be hosting the practice facilities for the Canadian Open in 2021.

About the Role

We are currently seeking a full-time Membership & Marketing Administrator to join our team. The position will be the key liaison for new and existing members and responsible for all aspects of membership from sales and marketing to administration. This individual will be an integral member of our Administrative team and will report to the Controller.

Key Responsibilities

- Manages the membership sales process, member services and retention
- Conducts club tours and coordinate member orientations
- Manages new member programs, events and on-boarding
- Helps to create interesting marketing initiatives
- Executes marketing strategies—via social media and website
- Oversees member inquiries and membership requests
- Maintains data bases for member and potential membership candidates and share registers
- Prepares membership analyses and reports
- Prepares agenda, minutes and attends the Membership Committee meetings, providing monthly reports on membership changes and new applications
- Coordinates and prepares for annual shareholders’ meeting
- Monitors accounts receivables and overdue accounts in conjunction with the Controller
- Prepares and posts month-end membership related journal entries
- Supports administration team

Core Competencies

- Experience in marketing and sales, in the hospitality industry, is an asset
- Post-secondary education in the area of Marketing or Communications or equivalent experience in club membership and/or marketing
- Knowledge of golf industry and game of golf is a strong asset
- Excellent interpersonal and communication skills – both verbal and written
- Motivated, self-starter who can multi task with minimal supervision
- Detail oriented problem solver with excellent organizational skills and creativity
- Proficient with Internet applications and Microsoft Office and knowledge of design programs
- Knowledge of Jonas Software is an asset

Salary

We offer a competitive remuneration package, including bonus opportunities and group benefits.

If you would like to be part of our Award Winning Team, please submit your resume by 5pm, Friday, July 10, 2020 to hr@islingtongolfclub.com. We thank all applicants but only those selected for an interview will be contacted.

Islington Golf Club, Limited is an Equal Opportunity Employer and offers reasonable accommodations to job applicants with disabilities throughout the recruitment process. Applicants under consideration for employment will be contacted to participate further in the recruitment process. If you are contacted and you require any accommodation in the recruitment process due to a disability, please indicate this and we will work with you to meet your accessibility needs.