



Job Description

Events Coordinator

The Royal Ottawa Golf Club is a prestigious private golf club located in Gatineau, Quebec, Canada, established in 1891. With twenty-seven holes, including the renowned main Course and the Royal nine, the club offers a challenging and enjoyable golfing experience. Alongside exceptional practice facilities and professional instruction, the club features a welcoming clubhouse with dining options and banquet facilities. Known for its outstanding service and sense of camaraderie, membership at **The Royal Ottawa Golf Club** provides exclusive access to top-notch amenities and a tradition of excellence in golf and hospitality. This high standard requires exceptional staff, and we have a team of over 200 employees to deliver upon these goals to our 1300+ members.

Details

<i>Department:</i>	Food and Beverage
<i>Reporting To:</i>	Food and Beverage Manager
<i>Hours of Work:</i>	Full Time, Year-Round, Weekends and evenings required
<i>Job Location:</i>	On-site: 1405 Aylmer Road, Gatineau, PQ

Summary

The Royal Ottawa Golf Club has an exciting opportunity for an Events Coordinator who will act as a key member of the Food & Beverage leadership team. The Events Coordinator will be responsible for organizing and managing the banquet and meeting facilities of the Club for members and their guests or businesses. In line with the Vision, Mission and Values of the Club, the selected individual will ensure the highest levels of Member and Guest satisfaction by providing exceptional experiences.

The Events Coordinator is responsible for selling the Club as a premier location for events and banquets, including conferences and weddings, along with providing an active, varied calendar of member activities year-round. The position requires outstanding attention to detail and a commitment to providing superior customer service. Excellent communication skills, in both official languages, and detailed organizational skills are also required as this role acts as a focal point for event planning. Reporting to the Food & Beverage Manager, the Events Coordinator will work closely with the Food & Beverage Team as well as the Executive Chef to ensure that Club events are expertly managed with rave reviews.

Core Competencies

- Communication
- Time Management
- Creative and Innovative Thinking
- Professionalism, Tact & Diplomacy
- Accountability and Dependability
- Research and Analysis
- Decision Making and Sound Judgement.
- Ethics, Integrity & Confidentiality
- Planning and Organizing
- Teamwork

Key Duties & Responsibilities

Relationships with Members, External Clients, and Suppliers

- Actively works to develop the Club's reputation as a premier event venue.
- Professionally and courteously provide tours of the club to prospective event planners, highlighting the opportunities that exist at the club.
- Ensures that party planners are informed of all rules and fees upfront.
- Possesses and maintains an extensive list of industry contacts including vendors and suppliers.
- Creatively adds new Member events, and/or refreshes existing events to increase Member engagement.
- Liaises with Membership & Communications Manager to promote Member events year-round.
- Follow societal trends to keep Member events relevant and exciting.
- Ensures billing for events is completed on a timely basis

Coordination, Preparation & Execution of Events

- Responds to all enquiries in a timely manner.
- Planning, design, production, promotion, and overall coordination of events
- Meet tight deadlines with multiple projects happening simultaneously, leading to the ability to adapt and prioritize quickly.
- Oversees and supervises events as required ensuring that they run smoothly.
- Organizes staff Recognition and Engagement events with HR, including obtaining various levels of prizes and gifts for all staff levels.
- Responsible for special décor for seasonal holidays, Member and private events
- Reminder of requirement for "Toast to the King" at formal club events
- Oversight of master booking schedule for all rooms in the Clubhouse

Communications & Teamwork with all Management and Staff

- Works and supervises alongside the Front of House team for events and other dining needs.
- Coordinates meetings with the other Food & Beverage Management team members and outside coordinators to host events (weddings, parties, banquets, etc.)
- Works closely with the various department heads to plan menus, logistics, and communication of events and tournaments.
- Posts daily room assignments for events.
- Regularly prepares events reports at the direction of the Clubhouse Manager.

Minimum Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bilingual – French and English
- A Diploma in Event Planning or Hospitality Management is preferred.
- Minimum 3-5 years of work experience in a similar role.
- Previous experience working at a golf or private club is an asset.
- Knowledge of menu planning and wine pairing.
- Experience with meeting room setups and billing.
- Ability to work a flexible schedule based on needs
- Computer literacy, including proficiency in MS Office Suite.

Remuneration & Benefits

- Salary commensurate with experience
- Retirement savings through a defined contribution pension plan with company matching.
- Comprehensive Group Benefits plan including Vision, Extended health care, Short term and Long term disability.
- Daily meal provided by club.
- Golfing privileges on a limited basis

We believe in the importance of diversity and inclusion. If you meet the qualifications above, please submit your resume to the Clubhouse Manager, Edward Moke jobs@rogc.com

We thank all candidates that apply and our Human Resources Department will be in touch to arrange interviews with the candidates who meet the job parameters.