



Event Coordinator

Company Overview

Come work & play what is one of the best golf experiences in the Greater Toronto Area. For over 35 years we have been tweaking our formula to create a place for the game that builds excitement, a welcome that brings warmth and an attitude that makes it fun for everyone – our mission – Excitement, Warmth and Fun!

Our property is a complete “stunner” ...just over 30 minutes from downtown yet completely immersed in 300 acres of the most magnificent forests of the Oak Ridge Moraine. Just tour down the driveway to set the stage for a great experience!

The clubhouse and all surrounding buildings are styled as they should be in this natural setting- timeless log buildings that remind you of some of your best summer cottage days. You'll feel immediately relaxed and comfortable in this environment.

It's the staff that makes it fun. Over 35 years, we've worked with many hundreds of people that are now part of the Pheasant Run Community. We're proud of our connection with them and the great community of players that have made Pheasant Run their golf destination.

Job Overview

We are looking for a successful and enthusiastic Event Coordinator to produce events from conception through to completion and assist in all golf events. The Event Coordinator responsibilities include providing outstanding customer service and organizing memorable events that exceed quality expectations.

Event Coordinator Responsibilities

- Event planning, design and production while managing all project delivery elements within time limits
- Working with new and existing clients to identify their needs and ensure customer satisfaction
- Organizing facilities and details such as golf, decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
- Conduct market research, gather information and negotiate contracts prior to closing any deals
- Provide feedback and periodic reports to stakeholders
- Propose ideas to improve provided services and event quality
- Ensure compliance with insurance, legal, health and safety obligations

- Specify staff requirements and coordinate their activities
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Conduct pre- and post – event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest

Requirements

- Proven experience as an events coordinator or organizer
- Impressive portfolio of previously managed events (weddings, golf tournaments, meetings, parties, corporate events)
- Excellent time management and communication skills
- Sales skills and ability to build productive business relationships
- Ability to manage multiple projects independently
- Smart Serve
- Food Handler Certificate
- Food and beverage serving, and bartending experience an asset
- MS Office proficiency
- Willing to submit references from previous clients

PHYSICAL ENVIRONMENT and REQUIREMENTS

- Work under pressure
- Work in a fast-paced environment
- Inside Pro-Shop (and sometimes outside in a variety of weather conditions)
- Must be able to lift 25 LBS
- Long periods of standing on your feet
- Must be willing to work morning shifts, evening shifts, weekends and holidays

Pheasant Run Golf Club is committed to providing a fair and equitable work environment and encourages applications from qualified women, men, visible minorities, aboriginal peoples and persons with disabilities. As per the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA), Pheasant Run Golf Club will accommodate the needs of applicants with disabilities throughout all stages of the selection process. If you need accommodation during the recruitment process, please advise Human Resources.

To be eligible to apply for this position you must be legally entitled to work in Canada. We are not accepting international applicants without a valid work permit. We thank all applicants for their interest.

Only successful candidates will be contacted.

Job Type: Full-time Seasonal

Salary: \$18.00 per hour

Benefits:

- Company events
- Discounted food
- Golfing discount for yourself and guests
- Pro shop Store discount

Schedule:

- 8-hour shift
- Morning, afternoon, and evenings, weekends and holidays

Experience:

- Events: 1 year (preferred)
- Tournament Organizer: 1 year (preferred)
- Event Support Staff: 2 years (preferred)