



Job Title: Communications Manager

Location: Manasquan River Golf Club, Brielle, NJ

Job Type: Full-Time, 35 Hours per week, \$19-21 per hour

About Us:

Manasquan River Golf Club is a private golf club that prides itself on offering exceptional services, and experiences for our members. We are dedicated to maintaining a warm, welcoming environment that fosters a sense of community, tradition, and exclusivity. We are looking for an enthusiastic and talented entry-level Communications Manager to join our team and help us effectively convey our brand and message.

Position Overview:

The Communications Manager will be responsible for developing and executing communication strategies to engage club members, promote events, and maintain a consistent brand image. This role requires a dynamic individual who is organized, creative, and has a passion for crafting compelling content across various channels.

Key Responsibilities:

- **Content Creation & Management:**
 - Develop engaging content for club newsletters, social media, website, and other communication platforms.
 - Manage the club's social media accounts, including content scheduling, posting, and monitoring engagement.
 - Create, edit, and proofread communications materials, including e-blasts, menus, and club signage.
- **Event Promotion:**
 - Collaborate with the food and beverage team to create promotional content for club events, activities, and special occasions.
 - Assist in designing marketing materials such as flyers, posters, and digital signage to promote events.
- **Member Engagement:**
 - Assist the Director of Marketing & Communications in all member communications- addressing inquiries and feedback in a timely manner.
 - Develop strategies to increase member engagement through various communication platforms.

- **Administrative Support:**

- Assist the Admin office in mailers, phone calls and other administrative duties.
- Assist in maintaining an organized database of member contacts and membership information.

Qualifications:

- Bachelor's Degree, required: Communications, Marketing, Public Relations, Hospitality or a related field preferred but not necessary.
- Strong writing, editing, and proofreading skills.
- Proficiency in social media platforms (Instagram, Facebook, Twitter, LinkedIn) and content management systems.
- Basic graphic design skills (experience with Canva, Microsoft Publisher, or similar tools is a plus).
- Excellent organizational and time-management abilities.
- Strong interpersonal and communication skills, with a professional and positive attitude.
- Ability to work both independently and as part of a team in a fast-paced environment.

Benefits:

- Health, dental, and vision insurance
- Paid time off and major holidays
- Opportunities for professional development and career growth via professional Club Management organizations and courses.
- Daily staff meals during work hours
- Employee events & holiday party

MRGC is an Equal Opportunity Employer and offers opportunities to all candidates including those with disabilities. All qualified candidates/employees will receive consideration for employment without regard to that individual's age, race, color, religion or creed, national origin or ancestry, sex, pregnancy, sexual orientation, gender, gender identity, physical or mental disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by law. If you need a reasonable accommodation to assist with your application and or to perform the essential duties and responsibilities please reach out to the Director of Human Resources.

How to Apply:

Interested candidates should submit their resume, a cover letter, and any relevant content samples to Jessica Mascali at jessica@mrgc.com. Please include "Communications Manager Application" in the subject line.