Position Summary: This position assists in the management of the day-to-day public relations and administrative needs for Salt Creek Golf Club by creating, maintaining and organizing public relations and general office organization. This position will report to the Director of Golf Operations.

Essential Job Functions

Public Relations
- Work with Director to create innovative marketing strategies to build customer base and grow revenue in assigned territory or market.
- Develop professional relationships.
- Engage public through promotional advertising activities with Marketing Team.
- Maintain electronic displays and promotions within the facility.
- Assist, coordinate, and/or create publications and flyers for the facility.
- Create, coordinate, and maintain content for all social media outlets.
- Survey and maintain customer groups to improve relations and services.
- Supervise continuity of district and golf brand and visual representative images (i.e., logos)
- Maintain library of agency graphic images and photographs for easy retrieval
- Support award and recognition within the park district and golf course through the creation and assisted management of promotional articles, awards and public announcements.
- Coordinates external printing and regarding ordering of print (i.e., business cards, stationary, name tags, etc.).

Administrative
- Answers phones, returns calls and makes calls as directed.
- Prepare and documents and forms as required.
- Prepares correspondence, invoices, mailing list and other documents as requested.
- Perform other duties as needed for performance of the job.

General Management
- Leads and nurtures a work culture that promotes open, frequent and dynamic communication among staff, stimulating teamwork to accomplish desired goals and objectives
- Seeks customer and community input and investigates and acts upon requests, suggestions, and complaints concerning public relations and office operations.
- Conducts and attends necessary staff meetings with managerial and supervisory personnel.
- Establishes and maintains effective lines of communication with Salt Creek Golf Club staff.

Marginal Job Functions
- Manages special projects at request of Director of Golf Operations.

Required:
- High School Graduate (GED) or equivalent
- Knowledge and experience in Microsoft software
- Experience in marketing, sales, or direct customer service
- Knowledge of photography
- Ability to use basic office equipment including computer, telephone, fax, printer etc.
- CPR/AED/first aid is required within first six month of hire.
- Maintains working knowledge of all computer system applications.

Values – Communication, Quality, Fun, Partnerships, Accountability, Team-Oriented
Physical Considerations
Frequently - Sitting, walking, standing, typing.
Occasionally - Climbing, balancing, stooping, kneeling, crawling.
Strength - Work requires handling average weight (up to 50 lbs.) materials or equipment. Other requirements may include talking, hearing, and seeing to perform the following necessary duties: Operate assigned office equipment including, but not limited to typewriters, computers, printers, copiers, and telephones.

Environmental Considerations
Normal office conditions for majority of work; may include occasional light and temperature variations.
Prolonged hours seated at a desk.
May include prolonged hours of computer use.

Cognitive Considerations
Ability to respond to questions, complaints, and concerns from the public and from employees in a professional manner and with good judgment.
Ability to present ideas and recommendations in a concise verbal and written manner.
Ability to understand and carry out verbal and/or written instructions efficiently and effectively to complete responsibilities as described.

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