

MEMBERSHIP & MARKETING INTERN

WHO WE ARE

Canoe Brook Country Club is recognized as one of the Top 100 Country Clubs in the US and was recently honored as a Top 150 Platinum Club of the World by the Club Leaders Forum. Founded in 1901, our Club is situated just 20 miles west of New York City, nestled in the historic towns of Summit, Millburn, and Short Hills. With over 3,500 active members, Canoe Brook remains a family-oriented club committed to providing exceptional service and memorable experiences. Our dedicated team of hospitality professionals is passionate about creating unforgettable moments for our members and their guests, whether through fine dining, sports and recreation, hosting special events, or fostering a welcoming community atmosphere.

DESCRIPTION

Are you a friendly and outgoing individual with a passion for communication and hospitality? We are looking for a Membership & Marketing Intern to join our vibrant team at Canoe Brook Country Club. As a key member of our team, you will have the unique opportunity to work closely with industry professionals, learn the ins and outs of effective communication strategies, and gain hands-on experience in the exciting hospitality field. The Membership & Marketing Intern is responsible for assisting the Director of Membership & Marketing and the Membership Services Managers with handling member needs and completing administrative tasks for the department. You will be assisting with social media, photography, content development, video editing, member events, new member onboarding and more. This position will gain hands-on experience with our accounting software (Jonas), website provider (MembersFirst), app (Pacesetter), and CRM (Hubspot). If you're ready to jumpstart your career and make a positive impact in a fun and dynamic environment, we'd love to hear from you!

RESPONSIBILITIES

- Assist in developing and implementing communication strategies
- Create engaging content for our website and social media platforms
- Support the marketing team in promoting upcoming events and services
- Engage with members through various communication channels
- Help organize and manage internal and external communications
- Prepare reports and presentations for management regarding communication efforts
- Assist with new member onboarding and maintenance of membership files
- Supports the membership services team during social and recreational Club member events

REQUIREMENTS

- Currently pursuing a degree in hospitality, communications, marketing, or a related field
- Strong written and verbal communication skills
- Proficiency in social media platforms and digital marketing
- Ability to work collaboratively in a team environment
- Creative mindset and ability to think outside the box
- Attention to detail and organizational skills
- Positive attitude and eagerness to learn

OTHER BENEFITS

- Employee Meals
- Ability to attend local CMAA Chapter Events
- Resume & Cover Letter review with Director of Human Resources
- \$19 - \$22 per hour depending on experience. Eligible for holiday pay
- **Housing:** Canoe Brook Country Club has made accommodations with a local university to provide our interns with a fully furnished dorm on a space-available basis. A weekly payroll deduction covers each intern's use of the apartment. The local university is 2 miles from the club, you will be responsible for your transportation to and from the club.

Training Program Evaluation: There will be a mid-internship performance review during the internship which will be given halfway through the program. This review is designed to provide constructive feedback on your performance and in conjunction with the scheduled bi-weekly supervisory meetings, to encourage a structured learning environment.

TO APPLY

Please email your resume to Canoe Brook Country Club HR Director, Alexandra Huezo at ahuezo@canoebrook.org, subject line "Membership & Marketing Internship"