



Lehigh Country Club is a Member-Owned Private Country Club established in 1910, located in Allentown, PA. Lehigh offers full-service amenities in banquet events, pool, tennis/pickle ball, golf and dining. The Club features 6 event spaces with accommodations from 2 to 350 people. The Club hosts about 10 weddings a year, golf outings and other events daily throughout the year.

Lehigh Country Club is hiring an Events Manager. The Events Manager will be the contact for all members/guests to event thoroughness and satisfaction. Oversee and train a professional staff that will lead to repeat booking and future business. Will work as a liaison between the kitchen, outside vendors and the member/guest so that the event runs seamlessly.

### **Essential Job Functions**

- Main contact for event to ensure the plans are carried out flawlessly and to ensure member/guest satisfaction.
- Will focus on ongoing sales efforts for the banquet business by reaching out to members and making them aware of the club's amenities and offerings
- Will assist in planning and execution of Club events
- Will secure and communicate menus and related details for private parties (including diagrams)
- Prepares an execution plan for each event. This includes being able to communicate effectively and in a timely manner
- Meets with the Food and Beverage department weekly to review upcoming events and parties
- Keeps track of event changes and details that affect staffing and room set ups
- Coordinates with the Executive Chef for revisions and updates of event menus regularly, reflecting culinary trends and member/client needs
- Trains all event service staff to execute at a high level while fulfilling the members/guests needs and execute in a professional manner
- Create and maintains an annual budget; communicating with the Controller and General Manager on issues or inconsistencies.

### **Qualifications:**

- Minimum three years' event manager experience with supervisory skills, private Club experience preferred but not required
- Ability to provide consistent and full communication
- Ability to analyze and solve problems as they arise

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- Positive and upbeat professional manner
- Flexible work schedule varies and will include working on holidays, weekends and various shifts
- Microsoft Word and Excel knowledge along with Audio/Visual equipment knowledge is required
- Requires standing for extended periods, walking, pushing, lifting up to 40 pounds, bending and reaching, stooping, kneeling, or crouching.

**Benefits:**

- 401(k) matching
- Disability insurance
- Health insurance
- Life insurance
- Paid time off

All interested candidates should submit your resume to [christi@lehighcc.com](mailto:christi@lehighcc.com).

