



## Event Coordinator & Human Resources Specialist Intern

The [Kapuskasing Golf Club](#) (KGC) is currently accepting applications for the position of Event Coordinator & Human Resources Specialist Intern. Reporting directly to the Club Manager, the Intern will play a key role in managing the KGC's growth and enhancing the club's overall customer service experience.

### Duties / Responsibilities

- Coordinate special events & tournaments, such as junior days, seniors' events, men's/ladies' night
- Work with members, and new and existing clients to identify their needs and ensure customer satisfaction
- Organize facilities and details such as golf, decor, catering, entertainment, location, invitee list, guests, equipment, promotional material etc.
- Handle any arising issues and troubleshoot emerging problems on the event day
- Revise and implement a human resources compliance manual
- Revise and ensure that all workplace specific health & safety programs are in place
- Organize and verify that all employees have the required legislated health and safety training
- Review and make recommendations on existing policies in place, and develop new ones as required
- Other duties as requested by the Club Manager

### Requirements

The ideal candidate must be a new entrant in the work force, transitioning to a new career, or unemployed or underemployed entering a new field, have not previously participated in a Northern Ontario Heritage Fund Corporation funded internship, be at least 18 years of age, and reside and be legally entitled to work in Canada. Candidates must be ready to work evening and weekends.

The following skills and experience are considered assets for the position:

- Experience in event coordination and management
- Knowledge of the golf industry
- Superior interpersonal and customer service skills
- Experience with Microsoft Office and point of sale systems
- Bilingual (oral & written: English and French) considered an asset
- Leadership and time management skills

### Remuneration

We offer a competitive salary, a flexible work environment and golf playing privileges. This full-time position is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program.

Please email your resume in the strictest confidence to [proshop@kapgolfclub.ca](mailto:proshop@kapgolfclub.ca).

Deadline to Apply: December 13, 2020 @ 4:00pm

### About the Kapuskasing Golf Club

The [Kapuskasing Golf Club](#), rich in history, is a 9-hole semi-private club with 500+ members. Located in [Kapuskasing](#), Ontario, the golf club is situated in the heart of the bilingual community. Kapuskasing is a great place to live and has all the amenities associated with an urban centre, at a fraction of the cost, while providing the relaxing lifestyle of a smaller community.