



Bath and Tennis Club

Executive Assistant/Director of Membership & Administration

The Bath and Tennis Club, affectionately known as the B&T, was founded in the mid 1920's by Marjorie Merriweather Post and her husband, Edward F. Hutton. The B&T is about family and friends- about generations of families and collegial friendships that have lasted over the years. Members gather to enjoy the 600 feet of Atlantic oceanfront beaches, relax in their cabanas or swim in either fresh or saltwater pools. A full calendar of tennis, bridge, backgammon, swim, fitness, and family activities are available. Casual and fine dining, planned member parties, and private events also keep the club very active in season.

While the Club is open from late October until Memorial Day, this is a year-round position, Monday – Friday 8:30 a.m.- 5:00 p.m. approximately 40 hours per week.

The Executive Assistant/Membership Secretary reports directly to the General Manager, and provides administrative functions and support to the Admissions Committee, Board of Directors, Club Committees and Management.

Admissions Process

This position is responsible for managing a detailed and complex admissions process, adhering to strict internal and external confidentiality and privacy policies. This position requires meticulous maintenance and security of all membership files and candidate records. The ability to be composed, knowledgeable, empathetic and remain neutral are key to this position.

Due to the intense screening process, this position is closely managed and monitored by the Admissions Chair. Each step in the process is approved by the Committee.

Responsible for clear, consistent, timely communication to the Admissions Chair and Committee, and to Member sponsors.

Prepares, maintains and updates all new candidate files and provides appropriate reports to the Admissions Committee.

Coordinates the scheduling of Committee members to meet candidates.

Schedules New Member Welcome meetings and the New Member Cocktail Party.

Membership

Responsible for collecting, recording and communicating changes to member information for internal data base and for the club roster (Blue Book), Tennis and Bridge Directories.

Proofreads and approves drafts of all club collateral: Calendar, Blue Book, Directories, Newsletter, and Club Notices.

Prepares and posts Annual Meeting Notice and receives and tallies proxies

Prepares Holiday Fund mailings and other mailed communication in coordination with MR Publishing Company (as needed) and Clear Copy Printers.

Knowledgeable of House Rules and By-laws.

Prepares In Memoriam communication for the lobby, notifies the Board and Staff and sends families appropriate condolence letters. Communicates next steps of membership transfer, if any, to surviving spouses.

Manages telephone and email RSVPs for Member private events.

Answers member questions and resolves concerns as much as possible.

Board and Committees

Schedules, using Google Calendar, all Committee meetings.

Communicates to the Committees dates and times of upcoming meetings and provides approved agenda and supporting documents prior to meetings as requested.

Proactively recommends future season meeting dates based on history to the Board President.

Records and transcribes the minutes of the Board of Directors, Annual Meeting and various Committees as requested.

Administrative Support

Reviews and proofs letters and memos from the General Manager to the Membership and Staff

Manages Google Calendar for private events, staff birthdays, and all meetings.

Reviews electronic communications in support of the Communications Administrator.

Position Expectations/Requirements

- Professional demeanor and gracious attitude
- Very organized with an exceptional attention to detail
- Strong ability to multi-task
- Complete tasks in a timely manner-always productive and proactive
- High degree of integrity
- Ability to establish and maintain effective working relationships with the Board, Committees, Membership and the Staff.
- Proficiency in MS Office (Excel, Word, PowerPoint), MS Publisher; Zoom, Gmail apps

Salary is negotiable and commensurate with experience. Holiday and performance bonus, 401k, Medical/disability insurance, paid vacation, sick days and holiday, dental, vision and other supplementary policies are available.

Please note there are no sales or marketing responsibilities with this position.

Please send a letter of interest and resume to: Sue Lopez, Director of Human Resources: sue@bathandtennisclub.com and include Membership Secretary in the subject line.

No phone calls or walk-ins accepted.