

Sint Maarten Yacht Club

JOB DESCRIPTION: SMYC Event Coordinator

Position Description

The Sint Maarten Yacht Club (SMYC) is looking for a motivated full-time individual to join our team as an **Event and Communication Coordinator**. The **Event and Communication Coordinator** is the driving force behind all Club events, including sailing events and social events.

Key Responsibilities

Yacht Club events

- Organize SMYC social events together with Youth Sailing Committee, Sailing Committee, and Social Committee.
- Organize all regattas such as the Optimist Championship and the Caribbean Multihull Challenge.
- Assist where necessary with St Maarten Heineken Regatta and Caribbean Multihull Challenge preparation and execution.
- Develop concepts and scripts for club events and keep track of progress.
- Evaluate and improve Club events.
- Create and maintain an annual schedule of all Club Events.
- Coordinate with Sailing Committee regarding all official documentation (Sailing Instructions, Notice of Race, etc).

Communications and Promotions

- Media relations; Send out press releases after events.
- Manage SMYC social media (Facebook and Instagram) and the website; In charge of Social Media & Promotions for the Yacht Club.
- Maintain contact with the press.
- Coordinate the ordering and maintenance of promotional items
- Coordinate Sales and Advertising opportunities

Yacht Club Management

- Sponsorship management assistant
- Process sales / budgets; Budgeting and Financial Management of all Club Events.

Other duties:

- Other duties may be assigned

Job Requirements:

- Broad knowledge and experience in the organization of events
- Excellent skills in: Communication, Management, Customer Service, Administration and Sales
- General knowledge in: Financial Administration, Social Media & Promotions
- Handle stress well
- Flexibility to adjust within the organization and take on a variety of tasks not listed in the job description
- No 9 to 5 mentality
- Working on weekends
- Valid driver's license

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Working Hours

- Full-time (5 days a week / 40 hours).

Nationality/Work Authorization

Applicants must be Dutch, Sint Maarten, or American nationals, or possess a valid work or residence permit.

How to Apply

Submit your CV and motivation letter to natatia@smyc.com by December 20th, 2024. The position is available from January 2nd, 2025.

