Job Title: Marketing and F&B Coordinator
Location: Homewood Mountain Resort | West Shore Café & Inn | Homewood High & Dry Marina
Department: Marketing and Food and Beverage
Reports to: Marketing Director & Food and Beverage Director
Employment Status/Type: Full-time year round

Job Summary
The Marketing and F&B Coordinator (Coordinator) is a position that works with multiple departments and has multiple responsibilities depending on the season. Overall the Coordinator is responsible for bridging the gap between the food and beverage and marketing teams. They will work with the marketing department as an event coordinator, planning and overseeing marketing based events, while also taking a lead roll for the F&B team.

Marketing & Events: Throughout the winter the Coordinator will spend 80% of their time working with the marketing team. They will be responsible for the planning and execution of event driven marketing initiatives including inhouse on-resort events, 3rd party events, music bookings, and other resort campaigns, as outlined below. In addition to events the Coordinator will also have responsibilities within the marketing department including content creation and pitching-in where needed. While still supporting the F&B team in the winter, in the summer the Coordinator will shift focus and mainly support the Food and Beverage team.

Food and Beverage: The Coordinator will spend approx. 20% of their time working with the F&B team during the winter season, including learning how to create BEOs, supporting the West Shore Café as a shift supervisor two days a week and other tasks. Their integration with the F&B team will streamline the event execution process during marketing events. In the summer the Coordinator will shift focus and work with the F&B team for 80% of their duties. This includes holding approximately four supervisor shifts a week.

Duties and Responsibilities
Include the following but not limited to:

The Coordinator must promote and exemplify the Homewood culture of exceptional guest service, team work, innovation, and fun! Works well independently and with others. Enjoys "pitching in" whenever and wherever assistance is needed. Conducts and shows a high level of professionalism. Values our safety culture, our community, and maintaining a healthy, sustainable environment. Ensures that guests and employees have a fun, safe, and memorable experience. Asks questions, shares concerns, or gives ideas on innovation and efficiencies that improve both the guests' and employees' experience.

- **Marketing Events:**
  - Coordinate scheduling of events and music for multiple properties.
  - Lead the planning and coordination of event space, arrange food and beverage, order supplies, equipment and signage, and ensure appropriate décor to meet quality and Brand expectations.
  - Provides the marketing team with an event description outlining event times, details and happenings that can be placed on the resort's website and social media accounts
  - Update the web site, phones, and third party web sites with ongoing event information**.**
  - Oversee event property inventory and manage a check-out process to resort staff.
  - Create and revise room / property layouts for each event.
  - Coordinate all event staffing and volunteers.
  - Assist with managing on-site production and clean up for events as necessary.
  - Provide periodic progress reports and recaps to key stakeholders for each event project, including ROI tracking.
  - Keep track of event finances including check requests, invoicing, and reporting.
  - Propose new ideas to improve the event planning and implementation process.
  - Outreach and solicitation for event vendors and event sponsors.
  - Works closely with the marketing team including the Graphic Design Coordinator to produce flyers for the event, schedule social posts and generate event listings on 3rd party sites.
  - Work with Wedding Events team to generate "The Week Ahead" document for circulation with entire staff
  - Serves as the marketing team's point person in collaborating with Retail and Food/Beverage Supervisors for day of F&B needs and creating BEOs
  - Assists other members of the Marketing team during busy periods and large team projects
  - Communicates effectively with direct supervisor on a regularly basis on new and on-going projects.
  - Runs / attends offsite events and vendor booths, representing the resort. (Tahoe City Wine Walk, Truckee Thursdays)

- **F&B Supervisor:**
    - Responsible for opening supervisor setup duties including: retrieving banks, calling in/off staff members, assigning sections.
    - Responsible for all overall pacing and dynamics of shift
    - Responsible for communication between FOH and BOH on specials, 86'd items and issues that may arise during service

Skills and Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties:

- Have excellent communication, analytical, and interpersonal skills.
- Ability to work in a fast paced environment while maintaining a high level of accuracy and courtesy.
- Fantastic customer service ethic and high expectations for quality.
- Able to work weekends, holidays, and early-morning hours when needed.
- Capable of multiple tasking and prioritizing and allocates resources efficiently to meet deadlines. Highly organized and ability to adapt quickly to changing priorities. Ability to manage multiple projects and work assignments on a daily basis.
- Enjoys working in a team environment.
- Ability to accomplish projects with little supervision.
- A love of skiing and/or snowboarding and the people who make these mountains special a plus.
- Intermediate or advanced skiing or snowboarding ability preferred.
- 21 years of age or older.
- **Language Skills:**
    - Literate and fluent in English. Ability to read and comprehend simple instructions, short correspondence, and memos.
    - Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
    - Excellent communication skills, including writing, proofreading, and speaking ability.
- **Education and/or Experience:**
    - Bachelor's degree (B.A. or B.S.) or related experience and/or training; or equivalent combination of education and experience.
    - Proficient using the latest versions of Microsoft Word, Outlook, Excel, and PowerPoint; some experience with website content management systems.
- **Mathematical Skills:**
    - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
    - Ability to apply concepts of basic algebra, geometry, and trigonometry.
    - Ability to calculate figures and amounts such as fractions, percentages, ratios, proportions, area, circumference, and volume to practical situations.
- **Reasoning Ability:**
    - Ability to apply common sense understanding to carry out instructions furnished in oral, mathematical, or diagram form.
    - Ability to deal with problems involving several concrete variables in standardized situations
    - Ability to define problems, collect data, establish facts, and draw valid conclusions.

This person is responsible for a variety of tasks throughout the season and must be ready to think on her/his feet, quickly move between tasks, and execute assigned duties independently without supervision.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Intermediate or advanced skiing or snowboarding ability required.
- Regularly required to stand, sit, and walk; talk and hear; taste and smell; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Often required to use the computer. Specific vision abilities required by this job include close vision, distant vision, color and peripheral vision, depth perception, and ability to adjust focus.
- Ability to lift/move 10 lbs. or more and occasionally lift/move up to 25 lbs.

Equipment Used

- Telephones, PC, database, office supplies, and filing cabinets

- Event properties such as, tables, chairs, EZ up tents, power cords, flags, banners, handheld radio
- Handheld radio
- Cash registers
- Snow removal equipment

Certificates, Licenses, and Registration:

- Valid Class C Driver License with a driving record meeting the minimum standards required by Homewood's insurance carrier.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Harsh outside weather conditions.
- Occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; and vibration.
- Noise level in the work environment is usually loud.
- Frequently exposed to moving mechanical parts.
- Small work area environment.

Employment with Homewood Mountain Resort is "at will" for no definite period of time. The employee may terminate employment at any time without notice or cause, and so too can Homewood terminate employment relationship at any time without notice or cause.

Director/Manager

Print Name: _____

Signature: _____ Date: _____

Human Resources

Print Name: _____

Signature: _____ Date: _____