We're Hiring! Join Our Team!

Events & Marketing Manager

Harbor Golf Club | Elbow, Saskatchewan

Harbor Golf Club is located in Elbow, Saskatchewan in the heart of southern Saskatchewan, nestled alongside beautiful Lake Diefenbaker. Since coming under new ownership in 2014, we have continued to invest in our golf course, facilities, and equipment.

Our mission is to provide our members and guests with the greatest possible experience through exceptional golf course conditions, outstanding service, and professionalism.

We are looking for an enthusiastic, organized, and creative **Events & Marketing Manager** to join our team!

This is an exciting opportunity for someone who enjoys working with people, planning memorable events, developing marketing initiatives, and being an integral part of a growing hospitality and recreation business.

The Position

The Events & Marketing Manager will be responsible for coordinating and executing events while leading the marketing, promotions, and communications efforts for Harbor Golf Club.

This is a hands-on, highly visible role that involves working closely with management, staff, members, guests, and community partners to create exceptional experiences and promote our business.

Employment Details

- **Employment Type:** Seasonal – Full-Time
- **Employment Period:** April to October
- **Salary:** Negotiable based on experience and qualifications

Key Responsibilities

EVENTS COORDINATION

- Coordinate and execute a variety of events, including golf tournaments, weddings, meetings, banquets, and special functions.
- Work hands-on with event setup, food and beverage service, staff supervision, and event execution as required.
- Meet with event hosts and group coordinators in advance to review details and ensure expectations are met.
- Prepare detailed Banquet Event Orders (BEOs), outlining guest requirements, room setups, menus, buffets, action stations, and special requests.
- Ensure event details and orders are communicated to all departments in a timely manner.
- Develop and maintain effective communication tools, including event reports, visual boards, online calendars, and staff meetings.

- Coordinate staffing requirements with the Front of House Manager to ensure appropriate event coverage.
- Work with the Administration Manager to coordinate event billing and accounts payable.

MARKETING & PROMOTIONS

- Collaborate with department managers to develop and implement marketing strategies, promotions, and special events.
- Create and manage an overall marketing plan and budget in collaboration with management.
- Oversee Harbor Golf Club's website, social media platforms, and email marketing campaigns.
- Coordinate external advertising and promotional initiatives to increase awareness and attract new customers.
- Develop and distribute membership communications, updates, and important information.
- Build and maintain strong relationships with surrounding communities, businesses, golf courses, and tourism partners to identify marketing and networking opportunities.
- Work closely with the Administration Manager on membership communications and information.

TEAMWORK & GENERAL RESPONSIBILITIES

- Work collaboratively with all managers to support the overall mission, vision, and success of Harbor Golf Club.
- Maintain a strong presence and positive working relationship with members, guests, employees, and community partners.
- Demonstrate professionalism, leadership, initiative, and a commitment to exceptional customer service.
- Be flexible and willing to assist wherever needed to ensure successful daily operations and memorable guest experiences.

What We're Looking For

The ideal candidate is someone who:

- Has excellent organizational, planning, and time-management skills.
- Has strong written and verbal communication abilities.
- Is creative and enthusiastic about marketing, promotions, and social media.
- Enjoys planning and coordinating events from start to finish.
- Has strong interpersonal and customer service skills.
- Is comfortable taking initiative, solving problems, and working independently.
- Can work effectively with a variety of personalities and departments.
- Is flexible and willing to take a hands-on approach when needed.
- Has strong computer skills and experience with social media and digital marketing.

Previous experience in event planning, marketing, hospitality, or customer service would be considered an asset.

Why Join Harbor Golf Club?

- Work in a beautiful lakeside setting beside Lake Diefenbaker.
- Be part of a growing business with ongoing development and exciting opportunities.
- Enjoy a varied role where creativity, initiative, and ideas are encouraged.
- Play an important role in creating memorable experiences for our members and guests.
- Work alongside a team that is passionate about providing exceptional service.

Interested in Joining Our Team?

If you are an energetic, outgoing, and motivated individual who loves bringing people together, creating memorable events, and promoting great experiences, we would love to hear from you!

Please submit your resume and cover letter to:

Harbor Golf Club
Email: info@harborgolfclub.com

Application Deadline: Friday, December 11, 2026

We thank all applicants for their interest; however, only those selected for an interview will be contacted.