



## **COMMUNICATIONS SPECIALIST**

Merion Golf Club is searching for a motivated and creative individual to assist with the coordination, creation, and distribution of the Club's print and electronic communications. The Communications Specialist will support the Communications Director and Merion team with implementing the Club's communications program, with a focus in golf program communications, and ensuring all assets are aligned with Merion's brand guidelines. This is a multimedia role which includes writing, editing, photography, and design tasks. Experience with Adobe Creative Suite (particularly InDesign and Photoshop) and/or photography is preferred. This position requires some weekend and holiday work.

Interested applicants are encouraged to submit any writing or media samples to Brittany Grugan at [brittanygrugan@meriongolfclub.com](mailto:brittanygrugan@meriongolfclub.com).

### **About Merion Golf Club:**

Team Merion is a diverse, inclusive, and supportive work community. We take pride in our teamwork and are guided by our Core Values of Respect, Teamwork, Integrity, Service, and Safety. Merion Golf Club offers full-time employees a comprehensive benefits package, including paid vacation, flex, and holiday time; a commendable health benefits package; and a 401K plan with a generous company match.

Merion Golf Club is a private golf club in Ardmore, PA, established in 1896. Golf is central to Merion's history, and the Club has hosted 19 USGA championships. The world-renowned East Course is home to some of history's greatest golf moments. Merion Golf Club is proud to be the future host of the 2026 U.S. Amateur, 2030 U.S. Open, 2034 U.S. Women's Open, 2046 U.S. Women's Open, and 2050 U.S. Open. Although Merion is known for its golf courses, the Club staff takes pride in providing excellence in all golf and dining experiences for Merion's 1,000-plus members and guests.

### **Essential Functions:**

1. Manage golf tournament and instruction communications, including creation of event marketing materials, written tournament recaps, and photography to support the golf professional staff
2. Take photographs at key Club and golf events for member and employee photo albums and for member recognition documents
3. Assist with the composition and/or editing of regular Club communications including member and employee email blasts and newsletters

4. Manage the creation of employee recruitment marketing materials
5. Coordinate and implement seasonal updates to employee documents such as department training manuals and internship brochures
6. Manage updates to the annual Club calendar
7. Assist with development of Club event marketing materials including flyers and online advertisements

**Marginal Functions:**

1. Assist with managing content on Club website
2. Monitor web and social media applications for Merion related content
3. Performs additional duties and responsibilities as assigned by Manager

**Environmental Demands:**

1. Work is primarily indoors
2. Occasional exposure to outdoors to take pictures

**Intellectual Demands:**

1. College degree in a relevant field preferred
2. Strong journalistic writing and editing skills
3. Professional demeanor with strong interpersonal and verbal communication skills
4. Organized and self-motivated
5. Ability to work well with others in a fast paced, team oriented environment
6. Ability to manage multiple deadline driven projects

**Physical Demands:**

1. Excessive sitting
2. Occasional standing, bending, and kneeling

*This job description does not reflect all of the physical, intellectual, and environmental demands of the position, including equipment. As such, we are not certifying that there may not be other physical, environmental, intellectual and or equipment operation demands associated with this position.*

*The employer reserves the right to change and or modify the job description based on operational needs, fiscal demands and or the individual performance of the respective employee. Furthermore, the Club employs all individuals at will and as such there is not any guarantee or contract for any term and or condition of employment.*

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