

Assistant to the Events/Sales Coordinator

📍 *Kilkarney Hills Golf Course – River Falls, WI*

💰 *Hourly Pay Based on Experience + Event Gratuities*

📅 *Part-Time | Weekends & Event Days Required*

Kilkarney Hills Golf Course is seeking a dedicated and detail-oriented **Assistant to the Events/Sales Coordinator** to help bring weddings and special events to life! This role is perfect for someone who loves the energy of event days, has a strong work ethic, and enjoys working behind the scenes to create seamless, beautiful events.

Key Responsibilities:

- **Day-of Wedding & Event Support:** Assist the Events/Sales Coordinator in ensuring all aspects of the wedding or event run smoothly.
- **Room Setup & Décor Assistance:** Help with setting tables, arranging décor, and preparing the event space according to client specifications.
- **Vendor & Client Coordination:** Work with vendors and guests on-site to answer questions and provide assistance.
- **Event Execution:** Ensure timelines are followed, assist with transitions (ceremony to reception, etc.), and problem-solve as needed.

What We're Looking For:

- ✓ **Reliable & Hardworking** – You enjoy working behind the scenes and making events happen.
- ✓ **Detail-Oriented** – Small touches can make a big difference
- ✓ **Energetic & Positive** – Events can be fast-paced, and we need someone who thrives in that environment.
- ✓ **Able to Lift & Move Event Materials** – Setting up and breaking down events requires some physical work.

What We Offer:

- 💎 **Competitive Pay** – Hourly rate based on experience + additional earnings from event gratuities.
- 💎 **A Fun & Rewarding Environment** – Be part of a team that creates unforgettable celebrations.
- 💎 **Opportunities to Grow** in the event and hospitality industry.

If you love weddings and events and enjoy working in a fast-paced, hands-on role, we'd love to hear from you! 📧 **Apply today** by sending your resume to info@kilkarneyhills.com