



PGA

South Florida Section

Position Available—Administrative, Membership and Creative Associate

Section Overview:

The South Florida PGA is established as a non-profit association, consisting of qualified golf professionals dedicated to promoting the game of golf; elevating the image of the PGA and its members, providing educational and playing opportunities, as well as perpetuating employment opportunities for its members. The South Florida PGA office administers approximately thirty professional golf tournaments and approximately seventy junior golf events throughout the year. The South Florida PGA office is responsible for serving 1,830 South Florida PGA members and apprentices along with approximately 1,200 South Florida Junior Golf members and close to 9,000 GolfPass customers.

Job Overview:

The South Florida PGA is looking for a responsible Administrative, Membership and Creative Associate to perform a variety of administrative tasks and provide support to our communications efforts. Duties will include providing support to our staff, assisting in daily office needs and managing the general administrative activities of the business of the South Florida PGA and our Foundation. The Administrator will act as an office manager and inventory, organize, and replenish office supplies. This position will also provide direct support to our communications efforts, including: maintenance of two web sites, assisting with social media platforms, creating and editing digital content, writing for our various publications. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools like MS Office, InDesign, Photoshop, etc. Ultimately, a successful administrator should ensure the efficient and smooth day-to-day operation of our office and help bolster the quality of our communication mediums. Similar previous experience and knowledge of golf are beneficial, but not required.

Duties and Responsibilities:

- Primary staff member directing inbound calls
- Greet and assist visitors
- Work in conjunction with PGA of America staff (national office) on all accounting related tasks
- Prepare weekly financial packet in conjunction with PGA of America national office
- Process all PGA member change forms
- Generate and distribute all employment related letters
- Posting of all PGA member membership service requirements
- Prepare written communications intended for South Florida PGA members and customers.
- Primary processing agent for all GolfPass orders
- Primary fulfillment agent for all GolfPass orders
- Assist other office staff on various administrative tasks when needed
- Order and track office supplies - research new deals and suppliers
- Manage all office related equipment
- Assist with the content of the SFPGA websites and BlueGolf pages for events
- Assist with the creation of SFPGA publications, social media content, and member communication
- Assist in the preparation and distribution of weekly and monthly eblasts to membership and SFPGA stakeholders
- Perform and oversee other duties as necessary or directed by the SFPGA

The Administrative, Membership and Creative Associate will be responsible for accomplishing unforeseen tasks that relate to the assigned function for the SFPGA. All specific duties cannot be listed, and responsibilities will change accordingly as the need arises. As conditions warrant, these guidelines may be amended from time to time. This

document is a guideline for performance and success through qualified situational management and co-existence with fellow staff and managers and their respective departments within the SFPGA.

Skills, Knowledge, and Abilities

- Skills in planning, organizing, decision making and applying judgment.
- Excellent time management skills and the ability to prioritize work
- Skills in oral and written communications, including strong interpersonal skills.
- Strong organizational skills with the ability to multi-task
- Knowledge of the golf industry and PGA of America activities, programs and governance.
- Extremely detailed oriented while managing multiple tasks, in a fast pace work environment.
- Extensive experience in Microsoft Office, Photoshop, InDesign and other computer applications.
- Ability to perform tasks with minimal supervision.
- Ability to present oneself in a professional manner and appearance.
- Ability to be flexible, work weekends and travel overnight throughout the section boundaries.
- Ability to maintain composure under pressure and meet deadlines.
- Ability to interact, collaborate, and build relationships both internally and externally.
- Ability to motivate others.
- Ability to maintain confidentiality of sensitive data.
- Knowledge of BlueGolf Tournament software and PGA's Section Management System preferred
- Working knowledge of office equipment, like printers and fax machines

Physical Conditions:

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.

Requirements:

- Valid Driver's License
- Preferred 2-year college degree or higher. Minimum high school graduate.
- Strict attention to detail with superb written and verbal communication skills
- Outgoing personality who enjoys interacting with people
- Team player
- Advanced computer skills
- Respectful and personal presentation of self to PGA membership and customers
- Exceptional organizational and planning skills

Compensation and Benefits:

- Salary: Minimum base pay of \$34,000 annually with additional bonus opportunities
- Benefits: Health, vision, dental, paid vacation, paid holidays, education reimbursement per staff policy
- Starting Date: as soon as possible

Office Hours: 8:30 A.M. – 4:30 P.M. Monday through Friday

- Will be required to work outside of office for large golf-related events at times. Maximum travel time throughout calendar year will be approximately 10 days.

Forward resumes to

(email preferred): mschuler@pgahq.com

Meredith Schuler

Assistant Executive Director