



PGA

Pacific Northwest Section
Inland Empire Chapter

EMPLOYMENT BULLETIN

The Pacific Northwest Section PGA is a not-for-profit organization and has an opportunity with the Inland Empire Chapter PGA. The Inland Empire Chapter PGA is one of 5 geographical regions of the Pacific Northwest Section and it includes approximately 150 PGA members and apprentices at golf facilities within the chapter. Our membership is a group of professionals dedicated to making golf a better game. They are the club professionals throughout eastern Washington and northern Idaho who are responsible for the day-to-day activities at the many facilities throughout the Chapter.

Pro-Am Assistant

Job Responsibilities

The Pro-Am Assistant will be expected to provide reliable, proactive, high-level support while conducting events within the chapter.

Responsibilities will include:

- On-site event administration of 18 pro-ams.
- On-site event administration of 5 tournaments.

Requirements

The Pro-Am Administrator must be highly conscientious and able to work independently with minimal supervision. The successful candidate must also be very detail-oriented with strong problem-solving skills. It is also important that the Pro-Am Administrator display excellent verbal and written communication and interpersonal skills, as well as the ability to interact effectively with people at all levels within and outside of the organization.

Specific qualifications for the Pro-Am Assistant position include:

- General knowledge of golf operations and tournament operations.
- Rules of Golf and handicapping knowledge a plus.
- Computer skills. Experience in Golf Genius is very helpful.
- Outstanding, positive customer service skills.
- PGA Member or Associate a plus.
- Able to travel according to the tournament schedule.
- Willingness to work long hours during events.
- Attention to detail and accuracy a must.
- Learn, follow and enforce policies and procedures.

Compensation and Benefits:

- Non-exempt, part-time position.
- Seasonal schedule – approximately 26 days.
- Hourly wage: \$15.00 hour.
- Tournament travel expenses paid
- The position earns no benefits
- Successful Background Check Required

Send Resumes to:

Jeff Ellison, CEO
Pacific Northwest Section, PGA
P O Box 14819
Tumwater, WA 98511
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Deadline for Resumes:

January 31, 2019

Position Available:

March 15, 2019