



PGA

Illinois Section



PGA

Illinois Section

Foundation

MEMBERSHIP AND EVENTS COORDINATOR

The Organization:

Founded in 1916, The Illinois Section of the PGA of America is a professional organization serving the men and women golf professionals in northern and central Illinois who are the recognized experts in growing, teaching and managing the game of golf. The Illinois PGA Foundation is a 501 (c)3 organization that serves as the charitable arm of the Illinois Section PGA, one of the forty-one geographical regions that comprise the Professional Golfers Association of America (PGA of America). Established in 1991, the organization focuses its community efforts on promoting the goodwill and growth of the game with an emphasis on activities that benefit youth.

The Illinois PGA is responsible for the administration of competitive golf tournaments, educational opportunities, support programs and growth of the game initiatives. With over 800 members and apprentices, the Illinois PGA is the 12th largest of the 41 regional entities or "Sections" that comprise the PGA of America.

The Position:

The Illinois Section PGA and Illinois PGA Foundation are seeking to fill the position of Membership and Events Coordinator. Under the supervision of the Executive Director and Assistant Executive Director(s), the individual filling this position will be responsible for administering the day to day office activities of the association, will be responsible for collaborating with association staff in providing exceptional service to the members and associates of the Illinois PGA, and assisting in the management, planning, and execution of all programming. The position includes assisting those individuals with tasks specific to earning or retaining PGA membership, managing the day-to-day application of the association's education and special events, and managing on-site event responsibilities for a variety of events, including, but not limited to, operational set-up, event administration and post-event wrap-up.

Membership and Membership Event Responsibilities:

- Work with Illinois PGA Senior Staff to assist PGA Members and Associates with tasks specific to earning or retaining PGA membership, including, but not limited to the following:
 - Maintaining and updating databases
 - Assisting with the posting of classification changes
 - Assisting with the posting of employment changes
 - Posting, tracking and reporting on Member Service Requirements
- Work with Assistant Executive Directors to assist PGA associates and members with tasks specific to maintaining eligibility in the Central Illinois PGA Chapter, if applicable
- Work with Illinois PGA Senior Staff on the development, planning and execution of the Section's Education and Special Awards programs and membership meetings.
- Work with Illinois PGA Senior Staff to develop, plan and periodically assist in execution of events for the members and associates of the Illinois PGA, including, but not limited to the following:
 - Spring and Fall Membership Meetings
 - Education and Seminar Opportunities
 - Social Events
 - All others as assigned by management
- Work with Illinois PGA Senior Staff to develop and plan travel Pro-Ams, including, but not limited to the following:
 - Las Vegas Travel Pro-Am(s)
 - Fall Travel Pro-Am(s)
 - Winter Travel Pro-Am(s)
- Work with Assistant Executive Director(s) on Illinois PGA Special Awards nomination and application process and recognition ceremony.

Office Administration:

- Manage the day to day operations of the office including but not limited to answering the phones, managing incoming and outgoing mail, managing inventory of office and tournament supplies
- Assist Senior Staff in accounting and bookkeeping

Tournament/Event Management Responsibilities:

- Work with Assistant Executive Director and Director of Competitions to develop, plan and periodically assist in execution of Illinois PGA tournaments and competitive playing events

Junior Golf Management Responsibilities:

- Work with Assistant Executive Director and Manager of Player Development to develop, plan and periodically assist in execution Illinois PGA junior golf activities, including, but not limited to, Drive Chip and Putt events and PGA Jr. League events.

Consumer Event Management Responsibilities:

- Work with Executive Director and Assistant Executive Director(s) to develop, plan and execute Illinois PGA consumer activities, including, but not limited to, the Chicago Golf Show and Women's Team Skills Challenge.

The Manager of Special Events will also be asked to research and develop new programming initiatives for the Illinois PGA and Illinois PGA Foundation and to prepare presentations and reports as requested.

Qualifications:

- Four (4)-year college degree.
- Three (3) years full-time work experience *strongly preferred*.
- Working knowledge of the sports or golf industry *strongly preferred*.
- Excellent organizational skills including the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office suite, online communication technologies and social media trends. Knowledge & experience working with the Adobe suite is a plus.
- Understanding of basic accounting procedures.
- Strong interpersonal skills with an exceptional ability to communicate effectively and present information to a variety of audiences.
- Superb problem solving skills and the ability to make decisions independently.
- Strong moral character and integrity with leadership qualities.
- Ability to work in a collaborative manner with fellow staff members in a team atmosphere.
- Ability to travel extensively throughout Illinois and work extended hours including weekends and evenings.
- Valid driver's license and clean driving record.

Position/Physical Conditions

- While performing the majority of the duties of this job require the employee to be in the office environment, the employee is: frequently required to stand; walk; sit; use hands to manipulate, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
- This position must be able to travel for extended periods of time in various modes of transportation.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.
- The employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Section.
- 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.

Compensation/Benefits

- Annual base salary range of \$38,000 - \$42,000, commensurate with experience and qualifications
- Individual vision, dental and medical insurance (100% covered by employer)
- 401k retirement plan with company contribution
- Vacation, holidays and sick leave
- Mobile phone allowance
- Travel reimbursement
- Staff uniforms
- Opportunity for advancement/promotion

Deadline for Resumes

- Open Until Filled

Desired Start Date: February 1, 2022

- **How to Apply**

Email resume with cover letter to:

Brad Slocum
Assistant Executive Director, Operations
Illinois PGA
bslocum@pgahq.com

Mailed or hand-delivered resumes will not be accepted. This employer does not wish to receive phone calls.