

## Metropolitan Section PGA Foundation Employment Opportunity PGA WORKS Fellowship

**OPPORTUNITY:** The Metropolitan Section PGA Foundation is offering an opportunity to gain valuable insight into the administrative aspect of the golf business by hiring an individual from a diverse background to work on our team for a 1-year term.

The PGA WORKS Fellowship is intentionally focused on engaging a diverse demographic of participants with consideration to the following protected classes: Gender, Age, Race/Color, National Origin/Ancstry, Sexual Orientation, Disability and Veteran Status- though anyone is welcome to apply.

- Ultimately, the Metropolitan PGA Section Foundation desires to establish a network of diverse talent who are prepared to ascend to key employment positions in the game and business of golf.

The Metropolitan Section PGA Foundation is a 501(c)(3) nonprofit organization and philanthropic arm of The Metropolitan PGA Section, one of 41 Sections across the country dedicated to growing the game of golf, serving the PGA Member, and elevating the standards of the PGA Professional. When the PGA was born here in New York in 1916, the founders certainly never dreamed that one day the Association would be the world's largest working sports organization, comprised of over 29,000 men and woman golf professionals who are recognized experts in teaching and growing the game. A PGA Section offers an excellent way to learn about all facets of the golf industry and golf administration.

**JOB TITLE:** PGA WORKS Fellowship

**MANGER'S TITLE:** Foundation Director

**JOB DESCRIPTION:**

The primary focus of this position will be to assist the Metropolitan PGA Section Foundation in executing PGA REACH programs in the Youth, Military and Diversity pillars. National PGA REACH program examples include:

- MILITARY Pillar | PGA HOPE Program – PGA HOPE (*Helping Our Patriots Everywhere*) is the flagship military program of PGA REACH and is designed to introduce golf to veterans with disabilities in order to enhance their physical, mental, social and emotional well-being.
- YOUTH Pillar | PGA Jr. League/DCP/Junior Tour – The Metropolitan Section PGA Foundation runs junior programming for over 5,000 juniors a year of all different ages and abilities. The fellow will support all these initiatives.
- DIVERSITY Pillar | PSAL/First Tee/PGA WORKS Fellowship – The PGA WORKS Fellowship program aspires to be the most valuable internship opportunity for individuals from diverse backgrounds to garner experience in all facets of the golf industry.

## **JOB DUTIES:**

- Assisting the Metropolitan PGA Section with all aspects of PGA REACH and PGA Section Foundation programming including communications, logistics, site and member recruitment, promotions, scheduling, sponsor activation, budgeting, billing, and event execution.
- Assisting the PGA Section marketing and communications team to ensure PGA REACH and PGA Section foundation activities that occur in the PGA Section are documented and reported to national PGA REACH social media and public relations resources as well as PGA Section resources.
- Assisting the fundraising efforts of the PGA Section Foundation and PGA REACH as needed.
- Assist with PGA HOPE programming and operations including: communications with PGA Professionals and military services centers, tracking and reporting, veteran volunteer program, and the Military Golf League.
- Assisting the day-to-day operations of the Section's Drive, Chip & Putt Championship local, sub-regional and regional competitions, in cooperation with the PGA of America, USGA and Augusta National Golf Club.
- Assisting the Foundation with planning, pairings, course setup, onsite management and post event communications for PGA Jr. League, Met PGA Junior Tour, and Section Tournaments, as applicable.
- Assist with the recruitment of PGA Members for and promotion of PGA Jr. League.
- Assist with coordination of day to day Junior Tour activities including but not limited to: office management, member relations, database management, website maintenance, tournament scheduling, tournament preparation, coordination of tournament and event materials, phone management, filing, copying, management of Junior Golf email account, and field staff management.
- Assist in the day to day responsibilities of managing the PGA REACH Initiative including: partner organization communications, tracking and reporting, and marketing/PR.
- Assist with event preparation, management, promotion, committee support, communications and sponsor/donor tracking for various fundraising events.

## **JOB REQUIREMENTS**

- Undergraduate Degree or Graduate Degree
- Valid Driver's License Required
- Excellent verbal, written, and presentation skills are required
- Excellent computer skills, particularly with Microsoft Word & Excel
- Skills in social media marketing and communications
- Well organized, punctual, and energetic
- Ability to work in a team environment and travel
- Ability to work overtime to include weekends
- Ability to be flexible with tasks and schedule

**POSITION/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.

- While performing the duties of this job, the employee is: frequently required to stand; walk; sit; use hands to finger, 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. An employee in 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.

**COMPENSATION & BENEFITS:**

Hourly pay equivalent to annual salary of \$30,000. The Foundation will provide an assigned laptop, staff uniforms, and will cover event/competition related travel expenditures (hotel, meals, etc.) while on assignment. An employee in this position will be eligible for overtime pay for hours worked over 40 per week.

**DEADLINE FOR RESUMES:** December 31, 2021

**ANTICIPATED START DATE:** February 1, 2022

**LOCATION:** Headquarters are located in Elmsford, NY. The area we serve includes Long Island, NYC, Westchester, Putnam, Dutchess, Orange, Rockland, Ulster, and Fairfield Counties.

**SEND RESUME, COVER LETTER, APPLICATION AND DOCUMENTATION TO:**

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