



PGA

North Florida Section

Position Title: Receptionist/Administrative Assistant

POSITION SUMMARY:

This position would be responsible for assisting in day to day operations relating to the North Florida PGA. It is a position that requires focus on diverse task assignments. Answering phones, handling messages, communications organization, and provide support for their team members on various projects when needed and as directed by supervisory staff. The individual in this position shall act on behalf of the North Florida Section of the PGA of America (NFPGA) and reports to the Executive Director/CEO and the Operations Manager.

Organization: The North Florida Section of the PGA of America was established in 1979, and today is comprised of over 1,500 Golf Professionals working at over 650 facilities within the Section. The mission of the North Florida Section (NFPGA) is the purpose of the PGA of America, to promote the enjoyment and involvement in the game of golf and to contribute to its growth by providing services to golf professionals and the golf industry. NFPGA Offices are located at Reunion Resort, Orlando, Florida and is open Monday through Friday from 8:00 a.m. until 4:30 p.m.

RESPONSIBILITIES:

- Assists as directed with the daily operations of the Section office, as well as all programs and services.
- Deliver National and Sectional PGA information to members as directed with weekly communication pieces.
- Promote the PGA of America, its members, and the Section as directed.
- Attend PGA Section functions and meetings as directed.
- Facilitate creation and delivery with Word, PowerPoint, Excel, Publisher, etc, as directed.
- Maintain acceptable levels in basic office skills such as organization, presentation and completing assigned tasks in a timely manner.
- Personable telephone skills. This position is the first to answer the phone in all applicable cases.
- Work as a teammate with entire NFPGA staff to enhance the organization and its benefits to the Membership as directed.
- Tasks and duties will be assigned by Executive Director/CEO, Operations Manager, etc.
- General support and assistance to all NFPGA Staff and programming as directed.

QUALIFICATIONS:

- A good understanding of the PGA of America's mission, PGA Constitution, PGA membership guidelines, enrollment processes, and the golf industry.
- Excellent verbal and written communications skills. Expedient and knowledgeable use of Microsoft Office products necessary.
- Marketing and promotions skills a plus.
- Business administration skills including organizational skills and being detail oriented.
- Interpersonal skills to ensure a cooperative environment within the Association, staff, Section membership, partners and the community.
- Experience in program and tournament management a plus.
- Proven customer service skills.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Skills in planning and organizing.
- Skills in oral and written communications, including skills in interpersonal communications.
- Skills in public speaking and presentations.
- Skills in managing multiple priorities in a multi-functional work environment.
- Skills in operation of a computer.
- Skills in word processing, spreadsheet, website admin and presentation software applications.
- Skills in event management.
- Knowledge of the golf industry and PGA of America activities, programs and governance.
- Broad knowledge of tournament administration.
- Microsoft Word and Excel computer experience and the ability to quickly become literate on PGA Section Management Systems (SMS) and Blue Golf Tournament Management System.
- Knowledge of e-marketing communication modules like Constant Contact, etc.
- Ability to interact, collaborate, and build relationships both internally within departments and externally with Section Association stakeholders.
- Ability to influence with an open and direct communication style and willing to engage in constructive debate.
- Ability to motivate others.
- Ability to make presentations, present information, and respond to questions representing the Section.
- Ability to apply judgment and decision making skills.
- Ability to write reports and standard business correspondence.
- Ability to present self in a professional manner and appearance.
- Ability to maintain confidentiality of sensitive data.
- Ability to work overtime to include some weekends and holidays; moderate travel away from office.
- Ability to be flexible.
- 3+ years' experience in golf tournament organization and administration preferred.

MANAGERIAL RESPONSIBILITY:

- Direct supervisory duties with Section interns as necessary.

FINANCIAL RESPONSIBILITY:

- Responsible for managing, maintaining and functioning within assigned budgets.

POSITION/PHYSICAL CONDITIONS:

- While performing the duties of this job, 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.

EDUCATION/EXPERIENCE:

- Bachelor's degree (B.A. /B.S.) preferred, preferably in Business Administration, Marketing or related field.
- Golf Administration and tournament operations experience preferred.
- Excellent verbal, written, and presentation skills are required.
- PGA Member or Apprentice or desire to pursue considered a plus but not required for consideration.

COMPENSATION/BENEFITS:

- Starting base range of \$10.00 - \$12.00 per hour, depending on experience and qualifications.
- Bonus structure for accomplishing or exceeding goals.
- Medical, prescription drug, dental, vision insurance after probationary period.
- Paid Vacation, holidays and sick leave.
- Opportunity for advancement / promotion.
- Reunion Resort Privileges.
- PGA Dues and PGA Education.

APPLICATION DETAILS:

- Deadline for Resumes: Friday March 3, 2017
- Anticipated Start Date: April 2017
- Directions to apply:
 - Please email Cover Letter and Resume to NFPGA@PGAHQ.COM
 - Cover letter should be addressed to Rich Smith, PGA - - Executive Director/CEO, North Florida PGA
 - Subject of email should be **(Position, Last Name, First Name)**
 - You will receive confirmation your application has been received.
 - You will be contacted with further information by early March.
 - **Important Note:** Employer does not wish to be contacted directly or indirectly on your behalf other than your application as described above until and unless you are notified otherwise following your submission. If you include references with your application on your Resume, we will contact references at our discretion and do not wish to be contacted by them directly.
- The North Florida PGA is an equal opportunity employer.