

The First Tee

Coordinator, Outreach & Implementation

We currently have an opportunity for a Coordinator, Outreach & Implementation to join the home office team. Under the direction of the Senior Director, Outreach Programs & Implementation, this position is responsible for assisting with National School Program (NSP) and DRIVE training support, reconciliation and follow-up, data entry and database management, and maintaining inventory and shipment records of training materials and supplies. This position will work closely with Outreach and Information Services business areas to meet organizational objectives through professional and effective practices.

Qualified candidates will have the following:

- This position requires a bachelor's degree in a related field.
- The individual must have excellent organizational, analytical, and communication skills to effectively support a variety of groups and projects within and outside the organization.
- The position requires a person who is self-motivated, works well within a team, takes initiative, pays attention to detail, manages time effectively, and is flexible/adaptable.
- Must be very proficient in computer skills including database management, spreadsheet applications and word processing.
- Prefer an individual who has worked in customer service, project/event management, and reporting/data administration related fields.
- Prefer an individual who has worked in a team environment.

Responsibilities:

- Implement NSP and DRIVE program components of training, curricula and equipment.
- Provide NSP and DRIVE post-training support by handling data entry and updates for in-person and online trainings.
- Coordinate with Outreach team to follow-up on new and existing open files to reconcile and fulfill remaining program components based on terms of the agreements.
- Track and maintain program materials/supplies inventory and shipment records.
- Compile data provided via Champions and other external reports. Follow-up with Outreach Training team and chapters to communicate resource needs reported.

- Provide monthly reports on schools and teachers, training programs and progress, shipments and inventory of supplies and materials.
- Support NSP and DRIVE online and in-person training program implementation as needed.

Our benefits include:

- Competitive wages including performance bonuses.
- Comprehensive group health insurance package for medical, dental, vision, flexible spending accounts and dependent life insurance.
- Employer paid Short Term and Long Term disability, employee life and AD&D insurance.
- Vacation, Sick and holiday pay
- Employee 401(k)
- Family Membership to TPC Sawgrass

Link to job posting:

<http://chp.tbe.taleo.net/chp02/ats/careers/requisition.jsp?org=WORLDGOLFFFOUNDATI&cws=1&rid=84>

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