**MICHIGAN PGA WORKS EMPLOYMENT OPPORTUNITY**

**OPPORTUNITY:** Michigan PGA Foundation is offering an opportunity to gain valuable insight into the administrative aspect of the golf business 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/Ancestry, Sexual Orientation, Disability and Veteran Status though anyone is welcome to apply. Ultimately, Michigan PGA 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.

Michigan PGA Foundation is a 501(c)3 nonprofit organization and philanthropic entity of the Michigan PGA Section. Founded in 1916, the PGA of America is the world's largest working sports organization, comprised of 28,000 men and women golf Professionals who are the recognized experts in teaching and growing the game. The Michigan PGA Section has been a part of the PGA since 1922 and consists of approximately 800 men and women professionals across Michigan that are committed to serving our communities and growing the game of golf.

**JOB TITLE:** PGA WORKS Fellowship

**MANAGER’S TITLE:** Player Development Coordinator & Foundation Activities Director

**JOB DESCRIPTION:** The primary focus of this position will be to assist the Player Development Coordinator & Foundation Activities Director in executing Michigan PGA Foundation as well as PGA REACH program initiatives in the Youth, Military, and Diversity and Inclusion pillars. Examples include:

* YOUTH Pillar | PGA Jr. League– PGA Jr. League is a fun, social and inclusive opportunity for boys and girls ages 13 and under to learn and enjoy the game of golf. Much like other recreational league sports, participants wear numbered jerseys and play on teams with their friends. The kids learn the game among their peers with professional instruction and direction from PGA/LPGA Professionals who serve as team captains. Parents also play an active role, making the program a family activity and creating another generation of players to enjoy the game.
* MILITARY Pillar | PGA HOPE– PGA HOPE (Helping Our Patriots Everywhere) is the flagship military program of PGA REACH, designed to introduce golf to veterans with disabilities in order to enhance their physical, mental, social and emotional well-being.
* DIVERSITY & INCLUSION Pillar | PGA WORKS – The PGA WORKS Fellowship aspires to be the most valuable, short term, entry level work opportunity for individuals from diverse backgrounds to garner experience in all facets of the golf industry.

**JOB DUTIES:**

* Assisting the Michigan PGA Section with all aspects of PGA REACH 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 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 in any fundraising efforts of PGA REACH in the PGA section as needed.
* Assisting the day-to-day operations of the Section’s Drive, Chip & Putt Championship local, sub-regional, competitions in cooperation with the PGA of America, USGA and Augusta National Golf Club.
* Assisting in the preparation and execution of the U.S. Kids Golf Local Summer Tour
* Assisting in the preparation and execution of the Pro-Junior & Junior PGA Championships
* Support communication and public awareness of activities by attending Section meetings and community event days and other marketing events as needed.
* Assisting the planning, pairings, course setup, onsite management and post event communications for the following events: Drive, Chip & Putt, PGA Jr. League, Michigan PGA Junior Championship, Pro Junior, U.S. Kids Golf Summer Tour
* Implements such strategies in the effort to ensure the meeting of defined objectives and goals with specific initiatives and programs.
* Manages awareness, adoption, and participation rates and adjusts strategies and plans accordingly to ensure success.

**JOB REQUIREMENTS:**

* Undergraduate Degree (within the last 12 months)
* Knowledge of the golf industry and PGA of America.
* Shows an interest in developing a career in golf.
* 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 extensively
* Ability to work overtime to include weekends
* Ability to be flexible
* 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.

**POSITION/PHYSICAL CONDITIONS:**

* 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. 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.

**LOCATION:** Headquarters are located in East Lansing Michigan. We service the entire state of Michigan and travel throughout the summer.

**START DATE:** March 12, 2018 (will consider candidates graduating in May, 2018)

**SALARY:** $23,000 plus benefits to include: medical, prescription drug, dental, vision insurance. The Foundation will cover event/competition related travel expenditures (hotel, meals, etc.) while on assignment. Playing & practice privileges are also available at Eagle Eye Golf Properties and other area facilities.

**APPLICATION DEADLINE:** February 1, 2018

**SEND COVER LETTER, RÉSUMÉ, APPLICATION,**

**AND DOCUMENTATION TO:**

Chelsea Guoynes, PGA

Player Development Coordinator & Foundation Activities Director

Michigan PGA Section

PO Box 4399, East Lansing, MI 48826

cguoynes@michiganpga.com

517-641-7421

**Application Review/Timeline**: Applications will be reviewed and finalists will be asked to conduct a phone or video interview and possibly an in-person interview. We hope to determine the successful candidate by February 28 and will follow up with all applicants via e-mail as to their status.

**EEO is the Law**. Michigan PGA Foundation and the Michigan Section PGA each provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, both comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PGA Foundation and the Michigan Section PGA each expressly prohibit any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of employees to perform their job duties may result in discipline up to and including discharge.

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**PGA WORKS**

**CANDIDATE APPLICATION**

Complete this page as well as additional submissions listed below. Applications must be submitted to the Michigan PGA Section office designee as one .pdf document. If you have any questions, please contact Chelsea Guoynes, PGA at the Michigan PGA Section office.

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally eligible to work in the U.S.? \_\_\_\_\_\_\_

Do you have reliable transportation? \_\_\_\_\_\_\_

Are you available for the 12 month period of employment? \_\_\_\_\_\_\_\_

How did you find out about PGA WORKS? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDITIONAL SUBMISSIONS**

The following additional submissions must be submitted along with this application as one .pdf document:

1. Resume or curriculum vitae

2. A copy of your most recent official college transcript showing completion of your degree

3. Three letters of recommendation

4. An essay (500 words or less) including:

a. Your reason for pursuing a career in the game and/or business of golf?

b. Your background and experiences and how you would help the PGA promote diversity and inclusion?

c. Where do you see yourself in the golf industry in 5 years?

*I certify that all of the statements in this application and additional submissions are true, accurate, and my own work. I understand that an incomplete application or a false answer will be grounds for dismissal from the application process.*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit your application to Chelsea Guoynes, PGA at the Michigan PGA Section office by the application deadline.