

**Connecticut Section PGA Employment Opportunity *PGA WORKS Fellowship***

**OPPORTUNITY:** The Connecticut Section PGA and the Connecticut Section PGA Golf Foundation are 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 WORKSFellowship 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, the Connecticut Section PGA 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 Connecticut Section PGA Golf Foundation is a 501(c)(3) nonprofit organization and philanthropic arm of The Connecticut Section, PGA of America, 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. The Connecticut Section PGA is home to 350 men and women PGA Professionals from Connecticut and Western Massachusetts. Our team is comprised of dedicated, passionate people who care deeply about serving our Professionals, community, and the game and business of golf. We have a cohesive work environment, complimenting each other through shared responsibilities.

**JOB TITLE:** PGA WORKS Fellow

**MANAGER’S TITLE:** Executive Director

**JOB DESCRIPTION:** The primary focus of this position will be to assist the Connecticut Section PGA Foundation in executing PGA REACH programs in the Youth, Military, and Diversity & Inclusion pillars. A secondary focus of this position will be to assist the Section in executing its golf business consulting agreement with the City of Hartford and its two golf courses; Keney Park and Goodwin Park.

National PGA REACH program examples include:

* YOUTH Pillar | PGA Jr. League – PGA Jr. League (PGAJL) 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.
* DIVERSITY & INCLUSION Pillar | 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.
* 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.

**JOB DUTIES:** PGA WORKS Fellowship duties include but are not limited to:

* Assisting the Connecticut 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 Connecticut PGA Section’s 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 PGA REACH and the Connecticut PGA Section Foundation as needed.
* Assist with PGA HOPE Chapter programming and operations including: communications with PGA Professionals and military services centers, tracking and reporting, veteran volunteer program, and marketing/PR.
* Assist with the recruitment of PGA Members for and promotion of PGA Jr. League and the Drive For The Game campaign.
* 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 all Connecticut Section PGA Golf Foundation activations, including but not limited to executive of financial assistance grant awards, the annual Drive for the Game campaign, and the PGA Charity Classic at Hartford Golf Club.
* Assist with event preparation, management, promotion, committee support, communications and sponsor/donor tracking for the Annual PGA Charity Classic at Hartford Golf Club.
* Assist with the setup, execution, and management of all Connecticut PGA Drive Chip & Putt Qualifiers.
* Assist with Connecticut Section PGA Golf Foundation marketing, communications and PR including: website updates, social media, creative marketing, and email communications.
* Assist with the Connecticut Section PGA golf business consulting services to the City of Hartford and its golf courses: Keney Park and Goodwin Park.

**JOB REQUIREMENTS**

* Undergraduate or Graduate Degree
* Valid Driver’s License Required
* Excellent verbal, written, and presentation skills are required
* Excellent computer skills, particularly with Microsoft Word and 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

**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 $29,000. 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:** April 20, 2018
**ANTICIPATED START DATE:** May 21, 2018 (negotiable)

**SEND RESUME, COVER LETTER AND APPLICATION TO:**Sue Bell
Business Manager and Membership Director
Connecticut Section PGA
931 Main Street, Carriage House
South Glastonbury, CT 06073
sbell@pgahq.com | 860-430-2302

**PGA WORKS CANDIDATE APPLICATION**

**Complete this page as well as additional submissions listed below. Applications must be submitted to the Connecticut PGA as one .pdf document. If you have any questions, please contact the Connecticut PGA at 636-486-4067.**

**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 include your completed application with your resume and coverletter.**