**PGA WORKS Fellowship: Southern Ohio PGA Section Office**

**OPPORTUNITY:**

The Southern Ohio PGA Section Foundation is offering an opportunity to gain valuable insight into the administrative aspect of the golf business for for a position budged for a 1-year term.

* Ultimately the Southern Ohio PGA Section Foundation desires to establish a deep bench of diverse talent who are prepared to ascend to key employment positions in the game and the business of golf.

PGA Section office is the regional center of PGA of America activity. There are 41 PGA Section offices located across the United States. PGA Section staff work hard every day to serve 28,000 PGA Members and grow the game. There is no better way to learn about all facets of the golf industry and golf administration than to spend time working in a PGA Section office.

**Job Title:** PGA WORKS Intern

**Manager’s Title:** Executive Director, Southern Ohio PGA Section

**JOB DESCRIPTION:**

The primary focus of this position will be to assist the Southern Ohio PGA Foundation in executing PGA REACH programs in the Youth, Military and Diversity & Inclusion 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 Golf Program – PGA Jr. League Golf (PGA JLG) 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 Internship – The PGA WORKS Internship 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:** PGA REACH and PGA Section foundation duties include but are not limited to:

* Assisting the 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 PGA REACH and the PGA Section Foundation as needed.
* Assists in the recruitment for Section facilities to participate in PGA Junior League Golf (Spring).
* Assists in the development, preparation and execution of a Post Season PGA Junior League.
* Assists in the promotion of PGA REACH at SOPGA Section Tournaments and Junior Tournament
* Assist in the preparation and execution of Drive, Chip & Putt qualifiers.
* Assisting the SOPGA 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 SOPGA 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.
* Support communication and public awareness activities by attending Section, and Chapter meetings, trade shows, conferences, and other marketing events as well as produce support material for members and facilities.
* 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
* 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
* Golf Administration and tournament operations experience a plus
* Skills in event management.
* Knowledge of the golf industry and PGA of America a plus
* 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 present self in a professional manner and appearance
* Ability to maintain confidentiality of sensitive data

**POSITION/PHYSICAL CONDITIONS:**

1. 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.
2. The employee must occasionally lift and/or move up to 50 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
4. While performing the duties of this job, the employee often works in outside weather conditions. The noise level in the work environment is usually moderate.
5. 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.

EOE/M/F/D/V/SO

**Compensation/Benefits:**

Hourly pay- equivalent to annual salary of $20,000-$24,000

Medical, dental, vision insurance

Paid PTO

**Deadline for Resumes:** April 20, 2018

Email preferred: [amfisher@pgahq.com](mailto:amfisher@pgahq.com) Amanda Fisher, Executive Director

**Anticipated Start Date:** ASAP

Please complete this page as well as additional submissions listed below. Applications must be submitted to the Southern Ohip PGA Section office as one PDF document.

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 Amanda Fisher at the SOPGA office by the application deadline.