



Washington Golf (WA Golf) and Pacific Northwest Golf Association (PNGA)

Assistant Manager of Championships & Golf Operations

Department: Championships & Golf Operations

Location: Tacoma, Washington

FLSA Status: Non-Exempt

Reports To: Director of Championships & Golf Operations

Salary Grade: \$55,000 - \$60,000

Benefits: Complete benefits package including company-paid life insurance, medical, vision, and dental plans, disability insurance, 401K plan, and paid vacation.

Description of Company:

Washington Golf is dedicated to enriching lives through the many benefits of golf by leading, supporting and promoting the sport in our region. Washington Golf has evolved into one of the largest amateur golf associations in the United States providing a multitude of membership benefits and services to more than 92,000 individual members at over 520-member golf clubs throughout the state of Washington and Northern Idaho. Visit www.wagolf.org for more information.

The Pacific Northwest Golf Association (PNGA) is a 501(c)3 charitable, international amateur golf association. The PNGA is dedicated to preserving the true spirit of golf by supporting our member associations, conducting quality championships and promoting activities beneficial to golfers in the Pacific Northwest. For over 122 years, the Association has been a pioneer in developing competitions and services and its mission has grown and evolved. Today, the PNGA remains committed to being a truly “regional” organization providing benefits to its member associations throughout the Pacific Northwest. Visit www.thepnga.org for more information.

Washington Golf and PNGA are both governed by a separate volunteer Board of Directors comprised of men and women from private and public golf clubs, representing every geographic region of each association. Washington Golf and PNGA employs and shares a full-time staff of 16, headed by a CEO/Executive Director, with offices located in Tacoma, Washington. Under the direction of the Board of Directors and in conjunction with a number of standing committees, the staff administers the day-to-day affairs of the Associations. Washington Golf and the PNGA also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington.

About the Position:

Under the supervision of the Director of Championship & Golf Operations and with the assistance of the Assistant Director of Championship & Golf Operations, the Assistant Manager of Championship & Golf Operations will assist in preparation of all WA Golf and PNGA championships, WA Golf Winter Series tournaments, USGA qualifiers, as well as other competitions and related golf activities. In addition, will assist in administering WA Golf and PNGA Rules of Golf education and outreach programs.

Essential Duties and Responsibilities:

Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Manage the administration of WA Golf and PNGA championships, WA Golf Winter Series Tournaments, USGA qualifiers, and other WA Golf events, including but not limited to the Net Four-Ball Match Play, Ladies Links League, and Casual Golf Days. Duties include, but are not limited to, communicating with participants, volunteers and host club contacts, creating entry forms, event portals and player confirmations, and managing registration and pre-tournament set-up on tournament management software.
- Provide off-site administrative support during WA Golf and PNGA championships and USGA qualifiers. Including creating pairings, scorecards, local rules and other tournament related documents.
- Attend limited WA Golf and PNGA championships, USGA qualifiers and other WA Golf events as an additional staff member to assist with on-site administration.
- Serve as the first point of contact for telephone calls in the Championship & Golf Operations Department and provide tournament management support to WA Golf member clubs.
- Assist with the implementation of WA Golf and PNGA Championship and WA Golf Winter Series related communications and outreach, in cooperation with the Communications and Marketing Department.
- Assist with the compilation and publishing of all WA Golf and PNGA championship schedules and all other association related championship information and promotions.
- Assist in the administration of the WA Golf Performance Points List.
- Assist in the preparation of the WA Golf and PNGA Championship Committee meetings.
- Perform any and all duties as assigned by the Executive Director and/or Director of Championships & Golf Operations.
- Under the direction of the Director of Championships & Golf Operations and in accordance with WA Golf and PNGA budgets, attend necessary meetings, education seminars, and other related functions, including: USGA Rules of Golf Workshops, necessary meetings, and other appropriate activities.

Position Requirements:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have at least a two (2) year degree or equivalent related experience.
- Experience with event planning.
- Experience with golf tournament operations is preferred but not mandatory.
- Some knowledge of the Rules of Golf is preferred but not mandatory.
- Some knowledge of the USGA Handicap System is preferred but not mandatory.
- Proficient with Microsoft products including the Windows Operating Systems and Office Suite (Word, Excel, Outlook, etc.) in a Microsoft Windows SharePoint environment. Exposure to Adobe products and database software also beneficial.
- Possess strong oral and written communication skills and is detailed oriented.
- Ability to work long hours with a flexible schedule, including nights and weekends as required.
- Ability to listen to others and solves conflicts; integrates diverse viewpoints, ideas, and opinions when working with staff and others.
- Ability to develop and maintain strong professional relationships with staff, competitors, volunteers, club members, and golf course staff.

Physical Demands:

While performing the duties of this job, the employee is regularly required to lift and/or move up to 50 pounds. The employee is regularly required to stand for long periods of time, walk long distances, and operate and drive tournament vehicles (truck and trailer).

Application Process:

Please forward cover letter and resume to:

Nate Schroeder, Director of Championships & Golf Operations
3401 South 19th St, Suite #200
Tacoma, WA 98405

E-Mail: nschroeder@wagolf.org

No phone calls, please. Interviews for those selected will be conducted at the WA Golf/PNGA Offices as soon as practicable. The position will remain open until filled.