

Gateway PGA REACH Foundation Employment Opportunity

PGA WORKS Fellowship

OPPORTUNITY: The Gateway PGA REACH Foundation is 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, in conjunction with the 2018 PGA Championship at Bellerive Country Club.

- 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/Ancstry, Sexual Orientation, Disability and Veteran Status- though anyone is welcome to apply.
- Ultimately, the Gateway PGA REACH 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.

The Gateway PGA REACH Foundation is a 501(c)(3) nonprofit organization and philanthropic arm of The Gateway PGA Section, 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 Gateway PGA is home to 335 men and women PGA Professionals from central and eastern Missouri to central and southern Illinois. Our team is comprised of dedicated, passionate people who care deeply about serving our Professionals and community through golf. Though we each have unique responsibilities, we all work together as a unit and accomplish more than any one individual could. Our leadership extends great autonomy while expecting maximum effort. We are hard workers; we are creative; we have fun; we are PGA Professionals.

JOB TITLE: PGA WORKS Fellowship

MANGER'S TITLE: Director of Operations

JOB DESCRIPTION: The primary focus of this position will be to assist the Gateway PGA REACH 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 – 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.

JOB DUTIES: PGA WORKS Fellowship 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.
- 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.
- 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 Gateway PGA REACH Foundation on-site activations during the 100th PGA Championship including: PGA Jr. League Day, PGA HOPE Secretary's Cup, volunteers, and more.
- Assist with event preparation, management, promotion, committee support, communications and sponsor/donor tracking for the Annual Ozzie Smith Pro Am & Gala.
- Assist with the setup, execution, and management of all Gateway PGA Drive Chip & Putt Qualifiers.
- Assist with Gateway PGA REACH Foundation marketing, communications and PR including: website updates, social media, creative marketing, and email communications.

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

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 \$27,000. 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: February 16, 2018

ANTICIPATED START DATE: March 19, 2018

SEND RESUME, COVER LETTER AND APPLICATION TO:

Ali Wells, PGA

Executive Director

Gateway PGA Section

17269 Wild Horse Creek Rd., Suite 110

Chesterfield, MO 63005

AWells@pgahq.com | 636-486-4067

PGA WORKS CANDIDATE APPLICATION

Complete this page as well as additional submissions listed below. Applications must be submitted to the Gateway PGA as one .pdf document. If you have any questions, please contact the Gateway 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.