

**NORTHERN OHIO PGA WORKS EMPLOYMENT OPPORTUNITY**

**OPPORTUNITY:** Northern Ohio 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, the Northern Ohio 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.

Northern Ohio PGA Foundation is a 501(c)3 nonprofit organization and philanthropic entity of the Northern Ohio 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 Northern Ohio PGA Section has been a part of the PGA since 1946 and consists of approximately 500 men and women professionals across Northern Ohio that are committed to serving our communities and growing the game of golf.

**JOB TITLE:** PGA WORKS Fellowship

**MANAGER'S TITLE:** Executive Director

**JOB DESCRIPTION:** The primary focus of this position will be to assist the Northern Ohio PGA Senior Staff and Northern Ohio PGA Section Foundation in executing 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 to enhance their physical, mental, social and emotional well-being.
- **DIVERSITY & INCLUSION**—PGA WORKS is a workforce diversification strategic initiative designed to evolve the demographic composition of the golf industry workforce and develop a robust pool of talent from diverse backgrounds who are prepared to ascend to key employment positions in the business of golf.

**JOB DUTIES:**

- Assisting the Northern Ohio PGA Section Foundation 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 Northern Ohio PGA Section Foundation marketing and communications team to ensure PGA REACH activities that occur in the Northern Ohio PGA Section are documented and reported to national PGA REACH social media and public relations resources as well as Northern Ohio PGA Section resources.
- Assisting the fundraising efforts of the Northern Ohio PGA HOPE program as needed.
- Promote the Northern Ohio PGA HOPE Program during the Section's Drive, Chip & Putt Championship local and sub-regional events.
- Assisting with Northern Ohio PGA Junior Golf Tours Program and Northern Ohio PGA HOPE Program.
- Support communication and public awareness activities of Northern Ohio PGA and Northern Ohio by attending Section and Chapter meetings, trade shows, conferences, and other marketing events, as well as, produce support material for members and facilities.
- Assist Northern Ohio PGA Foundation and PGA WORKS (national) in the awareness of the PGA WORKS Fellowship to help attract new candidates Northern Ohio PGA Foundation Fellowship.

**JOB REQUIREMENTS:**

- Undergraduate Degree (within the last 12 months)
- 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.

**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, 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:** The Northern Ohio PGA Section Office is located at 4735 Richmond Rd., Warrensville Hts., OH 44128

**START DATE:** Flexible (will consider candidates graduating before May, 2020)

**SALARY:** Salary is negotiable. The Northern Ohio PGA Section will cover event/competition related travel expenditures (hotel, meals, etc.) while on assignment. Staff Uniforms. Playing and practice privileges are also available at local golf facilities.

**APPLICATION DEADLINE:** March 20, 2020

**SEND COVER LETTER, RÉSUMÉ,  
APPLICATION, AND  
DOCUMENTATION TO:**

Lynne Plaisance  
Director of Operations & Membership  
Northern Ohio PGA Section  
4735 Richmond Road  
Warrensville Hts., OH 44128  
T:(216)-765-1214  
F: (216)-765-0639

**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 will follow up with all applicants via e-mail as to their status.

**EEO is the Law.** Northern Ohio PGA Foundation and the Northern Ohio 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 Northern Ohio 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.

### PGA Works Candidate Information

Complete this page as well as additional submissions listed below. Applications must be submitted to the Northern Ohio PGA Section office designee as one .pdf document. If you have any questions, please contact the Northern Ohio 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. Two 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 Lynne Plaisance at the Northern Ohio PGA Section office by the application deadline.