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

Washington Golf is dedicated to enriching the lives of people in Washington and Northern Idaho through the many social, recreational, and lifetime benefits of the game of golf. 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 70,000 individual members at over 650-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 allied associations, conducting quality championships and promoting activities beneficial to golfers in the Pacific Northwest. For 120 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 and services to its members and member clubs 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 15, headed by a CEO/Executive Director, with offices located in Federal Way, 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.

POSITION: Office Administrator

REPORTS TO:
- Primary Supervisor – WA Golf/PNGA CEO and Executive Director
- Immediate Supervisor – WA Golf/PNGA Head of Operations

FLSA STATUS: Non-Exempt

OVERVIEW: As the first contact person sitting in the reception area, the Office Administrator coordinates initial telephone and visitor traffic in a pleasant, courteous, and professional manner. Provides a variety of administrative and office support for multiple departments. The Office Administrator also provides direct administrative support to the CEO/Executive Director and Head of Operations.

SPECIFIC RESPONSIBILITIES:
1. As the first contact person sitting in the reception area, the Office Administrator distributes telephone calls to the appropriate staff person in a courteous, timely and efficient manner, and provides support for visitor traffic.

2. Responsible for oversight of all internal office needs as it relates to ensuring effectiveness and efficiency. This includes maintaining and updating the office phone greeting system (which includes modifying as needed for holidays, staff meetings, new employee listings, etc.), tracking the use of all office supplies (i.e., paper, toner cartridges, postage, etc.) and responsible for replenishing them when needed, and making periodic trips or placing online orders for all other office needs such as kitchen supplies (coffee, soft drinks, water, etc.) for the office staff and guests.

3. Provides direct administrative support to the CEO/Executive Director and Head of Operations with a variety of tasks and projects.
4. Provides some administrative and clerical support to many departments, including filing, copying, assembly of mailings, and all other delegated duties.

5. Provides direct support to the CEO/Executive Director by serving as the liaison to the WA Golf, PNGA, and The Home Course Board of Directors. This includes managing all correspondence with the Board Members, which includes distributing necessary information from the CEO/Executive Director, maintaining all personal Board member information, organizing all aspects of Board meetings.

6. Daily support and maintenance (data entry) of Association’s databases.

7. Assists with the preparation and planning of two annual meetings. This includes all necessary correspondence with the facility for scheduling and planning, as well as being the point of contact for RSVP’s, final attendance numbers, setup, and may include visiting the facility for planning purposes.

8. Performs any and all other duties as assigned by the CEO/Executive Director, Head of Operations or Department leaders.

9. Office Hours: 8:00 a.m. and 4:30 p.m.

QUALIFICATIONS AND SKILL SET REQUIRED:
1. Must have at least a two (2) year degree or equivalent related experience.
3. Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person and over the phone.
4. Ability to work accurately with close attention to detail.
5. Ability to take initiative and prioritize tasks; good time-management, organizational, problem-prevention and problem-solving skills.
6. Strong analytical ability with active listening skills.
7. Exhibit a professional, business-like appearance and demeanor.
8. Possess a work ethic that includes neatness and punctuality.
9. Ability to manage multiple projects and tasks simultaneously with a willingness to adapt to changing business needs and deadlines.

COMPENSATION: Commensurate with experience. The PNGA/WSGA offers a complete benefits package including company-paid life insurance, medical and dental plans, disability insurance, 401K plan, and paid vacation.

APPLICATION PROCESS:
Please forward cover letter, resume, and salary history to:
Shari Jacobson, Head of Operations
1010 S. 336th Street, Suite #310, Federal Way, WA 98003
E-Mail: sjacobson@wagolf.org

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