



## **EVENTS AND MEMBERSHIP COORDINATOR**

The Professional Golfers' Association of Alberta is looking for a team orientated individual to fill a full-time position as we strive to provide our 600 Members with excellent customer service as well as programs and events that meet their expectations as Golf Professionals.

Established in Alberta in 1964 by Members of the Canadian Professional Golfers' Association (est. 1911), the main functions of the Association are to manage Membership records and resources; facilitate communications between Members; develop and execute Member networking opportunities; promote industry related programs and individual Member accomplishments.

Administrative objectives as established by the Association's Board of Directors include the coordination and execution of fifty events annually comprised of golf tournaments, workshops, seminars, shows and meetings. In addition to supporting each of these initiatives the Association's administrative staff also cultivates strong relationships with all Members, Golf Course Personnel, Sponsors and other Industry Partners.

Reporting to the Executive Director, this individual will be responsible for the coordination and execution of the Consumer Shows, the Buying Show and the Membership portfolio as well as all Public Relations and Promotional initiatives for the Association. Knowledge of golf is required for this position as well as the ability to provide excellence in customer service to a diverse Membership of Golf Professionals.

The successful candidate should be a highly organized individual with strong time management skills, outstanding verbal and written communication skills as well as a demonstrated ability to use a wide range of computer software. This individual must be able to demonstrate strong attention to detail in order to provide our Members and Partners with the highest level of customer service at all times, as well as ensure all that all communicated messages and events are delivered with the highest level of accuracy and professionalism.

This individual should possess a strong desire to succeed in a team environment and will be called upon from time to time to seek out new opportunities and initiatives for the growing success of the Association.

### **Specific Skill Sets Required for Position:**

- Knowledge of the game of golf
- Event management experience
- Demonstrated initiative
- Able to work longer hours during peak times
- Able to successfully deliver messages with a high level of professionalism and enthusiasm
- Ability to travel periodically and work effectively outside a structured environment
- Detail oriented and able to work effectively in a fast-paced environment
- Superior customer service, organizational, communication and problem-solving skills
- Ability to work independently and as an effective member of a team
- Ability to work effectively under low supervision
- Strong ability to follow a set of processes and procedures
- Strong computer skills, including Microsoft Office, Excel
- Sound administrative and time management skills
- Possesses a valid driver's license and is comfortable with an extensive travel schedule

The following would be considered assets:

- Computer skills in Desktop Publishing (Adobe Photoshop, Illustrator)
- Tournament Software
- Strong social media knowledge

## **RESPONSIBILITIES**

### **Promotion**

1. Consumer Show Venue & Exhibitor Relations
2. Consumer Show Promotion & Committee Relations
3. Consumer Show Onsite Management
4. Awards Banquet Procedures
5. Awards Banquet Displays / Signage / Power Point
6. Lifetime Achievement Awards Administration

### **Buying Show**

1. Buying Show Attendee Relations
2. Buying Show Onsite Management
3. Buying Show Package
4. Buying Show Plan
5. Buying Show Venue & Exhibitor Relations
6. Industry Guide

### **Membership and Administration - Support**

1. Member Records, Forms, Transfers
2. Membership Candidate Registration, PAT
3. Membership and Employment

Employment Term: **Full time**

Compensation: \$3,600. - \$3,800. per month + Benefits

This position is based out of the PGA of Alberta office which is located in Calgary.

**Please forward your resume to:**

Robert Rousselle, Executive Director  
PGA of Alberta  
517-23rd Ave NW, Calgary, AB T2M 1S7  
Email: [info@pgaofalberta.com](mailto:info@pgaofalberta.com)

Interested candidates should submit their resume along with detailed cover letter by Thursday, February 2<sup>nd</sup> at 4:00pm; however, position may be filled prior to if the appropriate candidate is found.

We thank all applicants for their interest however only those who are selected for the interview process will be contacted.