

REQUIRED JOB TITLE: PGA WORKS Fellowship

OPPORTUNITY: The **Michigan PGA REACH** 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.

- 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, PGA REACH Michigan 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 Michigan PGA Section office is the regional center of PGA of America activity. There are 41 PGA Section offices located across the United States. PGA Section staff work hard every day to serve 28,000 PGA Members and grow the game. There is no better way to learn about all facets of the golf industry and golf administration than to spend time working in a PGA Section office.

JOB TITLE: PGA WORKS Fellowship

MANGER'S TITLE: Player Development Coordinator and Foundation Activities Director

JOB DESCRIPTION:

The primary focus of this position will be to assist the **PGA REACH Michigan** 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 17 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 PGA REACH Michigan with all aspects of PGA REACH and PGA Section's foundation programming including communications logistics, site and member recruitment, promotions, scheduling, sponsor activation, budgeting, billing, and event execution.
- Assisting the PGA REACH Michigan in 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 REACH Michigan 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 the setup, execution, and management of Drive Chip & Putt Qualifiers.
- Assist with setup, execution and management of community, junior and family-oriented events such as PGA Family Cup, Community free lesson days and Junior PGA Championship.
- Assist with PGA REACH Michigan 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.

LOCATION: Headquarters are located in East Lansing, Michigan. We service the entire state of Michigan and travel throughout the summer.

COMPENSATION & BENEFITS:

Minimum salary of \$25,000 plus benefits to include: medical, prescription drug, dental, vision insurance. The Foundation will cover event/competition related travel expenditures (hotel, meals, etc.) while on assignment. Playing & practice privileges are also available at Eagle Eye Golf Properties and other area facilities.

DEADLINE FOR RESUMES: *March 1st, 2022*

ANTICIPATED START DATE: *May 10, 2022*

SUPPLEMENTAL QUESTIONS: [Please click here](#) to fill out a Google Form to help us get to know you better

SEND RESUME, COVER LETTER AND APPLICATION TO:

*Chelsea Guoynes, PGA
Player Development Coordinator & Foundation Activities Director Michigan PGA Section
cguoynes@michiganpga.com
517-641-7421*

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 hope to determine the successful candidate by April 15th and will follow up with all applicants via e-mail as to their status.

EEO is the Law. Michigan PGA Foundation and the Michigan 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 Michigan 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.