



## Employment Opportunity

The Metropolitan Golf Association (MGA), located in Elmsford, N.Y., is seeking a Programs Coordinator to assist with the operation of the MGA's charitable Foundation. The MGA was founded in 1897 and is one of the nation's oldest and largest golf organizations, serving more than 550 member clubs and 140,000 golfers in the greater Metropolitan New York Area. The MGA offers its members a wide range of core services such as handicapping, course rating and measuring, and insurance programs, and conducts some of the nation's oldest and most prestigious regional championships.

The MGA Foundation is the charitable arm of the MGA. It is a non-profit 501(c) (3) organization dedicated to growing the game through innovative programs designed to attract young people from all backgrounds. MGA Foundation activities include junior competitions, junior clinics, caddie academies and the GOLFWORKS student intern program. The MGA Foundation is also a founding partner of The First Tee of Metropolitan New York and helps direct the activities of five First Tee facilities in the tri-state area.

**POSITION:** Programs Coordinator, MGA Foundation

**APPLICATION DEADLINE:** March 1, 2016

**JOB DESCRIPTION:** The MGA is seeking a Programs Coordinator to assist with all MGA Foundation (MGAF) activities and events. These include the GOLFWORKS student intern program, tournaments, clinics and special events. In addition the Programs Coordinator will produce promotional materials for the MGA Foundation's events and campaigns.

### RESPONSIBILITIES:

- Day-to-day management of GOLFWORKS, including but not limited to:
  - Maintain financial and personal records for all interns.
  - Maintain positive relationships with student interns, recruiters and club supervisors.
  - Work with MGA communications department to help promote all MGA Foundation activities through news releases, social media, website, Newsletters, etc.
- Assist with operations of MGA Foundation's junior championships and qualifiers, youth clinics, caddie academies, and charitable golf outings.
- Play an active role in Foundation fundraising activities and assist with management of donor database and online e-commerce donation system.

### REQUIREMENTS:

- Bachelor's Degree
- Familiar in Microsoft Outlook, Access, Word, and Excel.
- Ability to work and think creatively in a team environment.
- Possess exceptional writing and communication skills.
- Strong attention to detail and highly organized.
- Ability to travel in the Tri-State area
- Must be flexible and comfortable assuming multiple roles as needed.
- Access to an automobile
- Golf knowledge preferred.

### BENEFITS:

This is a full-time, salaried position. Salary and benefits are commensurate with experience.

### TO APPLY

All applicants should forward resume, cover letter, salary requirements and references to:

John Dolan  
Senior Manager  
MGA Foundation  
49 Knollwood Road  
Elmsford, NY 10523  
JDolan@MGAGolf.org

**GOLF GROWS HERE**

49 KNOLLWOOD ROAD, ELMSFORD, NY 10523 P (914) 347-4653 F (914) 347-3437 [MGAGOLF.ORG](http://MGAGOLF.ORG)