



Organization Overview

Founded in 1924, the Oregon Golf Association (OGA) is a 501(c)(6) non-profit organization dedicated to promoting, fostering, and growing the game of golf. Over the past 100 years, we have expanded our reach and influence, now proudly serving over 50,000 members and 300 golf clubs across Oregon and Southwest Washington. Through our membership programs, handicapping services, championships & events, and educational initiatives, we provide valuable resources to support the growth and enjoyment of golf.

Position Title: Membership and Handicapping Coordinator

Status: Full-Time, Non-Exempt

Reports To: Senior Director of Handicapping and Director of Membership

Position Summary

The Membership and Handicapping Coordinator is pivotal in supporting OGA members and member clubs by providing exceptional customer service and technical assistance for the World Handicap System (WHS) and Golf Handicap Information Network (GHIN). This role combines administrative and technical expertise to enhance member engagement, manage membership data, and ensure compliance with USGA standards. The coordinator will actively contribute to the organization's mission by fostering a positive member experience and supporting key projects.

Primary Responsibilities

Membership and Handicapping Support:

- Provide outstanding customer service to members, clubs, and stakeholders, ensuring a professional and welcoming experience.
- Assist members with the join and renewal process, including troubleshooting account issues and mobile score posting.
- Support club administrators in navigating the GHIN platform and understanding the World Handicap System.
- Collaborate with club leaders to address membership and handicapping inquiries efficiently.
- Coordinate member benefits such as employee store access, giveaways, and other exclusive opportunities.

Administrative Support:

- Maintain accurate membership and handicapping databases within the CRM, club management, and tournament software.
- Compile and distribute reports on membership trends and handicapping updates.
- Manage OGA Passport orders and coordinate with golf course partners for contract renewals.
- Organize and archive compliance-related documents and course rating materials.
- Assist other departments when assigned.

Event and Workshop Support:

- Assist in organizing educational workshops and seminars focused on the World Handicap System and club management software.
- Provide logistical support for the Annual OGA Meeting and other member events.
- Represent OGA at onsite events when required

Technology Support:

- Utilize membership and handicapping software to manage data and resolve member issues.
- Provide training to members and club officers on online systems for club administration and membership management.
- Work closely with vendors to ensure system updates and improvements align with member needs.

Position Requirements

- Strong interpersonal and communication skills, both written and verbal.
- Experience in customer service or administrative roles, with a preference for golf-related or non-profit environments.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and Teams).
- Familiarity with GHIN, WHS, HubSpot, or memberplanet is a plus.
- Ability to work independently and collaboratively in a fast-paced environment.
- Attention to detail and strong organizational skills.
- Strong passion for golf.

Compensation and Benefits

- Competitive salary based on experience.
- Comprehensive benefits package including medical and dental insurance.
- Simple IRA retirement plan.
- Annual clothing allowance.
- Paid vacation and holidays.
- Golf privileges.

Application Process

Interested candidates should email their resume and cover letter to: rrangel@oga.org

Position is open until filled.

OGA is an equal-opportunity employer. We welcome and encourage applications from individuals of all backgrounds, regardless of race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.