



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: Office Coordinator

Status: Full-Time, Non-Exempt

Reports To: Chief Financial Officer

Position Summary

The Office Coordinator plays a pivotal role in ensuring the Oregon Golf Association operates efficiently and maintains its reputation for excellence. This integral position provides administrative support, exceptional customer service, and assistance to various departments while fostering a positive and collaborative office environment.

Primary Responsibilities

Administrative and Customer Service Support:

- Serve as the first point of contact, greeting members and visitors, and connecting them with appropriate personnel.
- Provide customer service, ensuring a positive and professional experience for all members and visitors.
- Manage all general incoming and outgoing correspondence, including phone calls, emails, mail, and packages.
- Address general OGA-related inquiries, resolving issues quickly and effectively.
- Support the coordination and execution of annual meetings, committee meetings, seminars, and other special events as needed.
- Proofread documents for all departments and assist with updates in CRM, AMS, and accounting software.

Office and Team Operations:

- Oversee office supplies, specific department supplies, and equipment, ensuring an organized, well-stocked, and efficient workspace.

- Collaborate with the Chief Financial Officer on building repairs, cleaning services, and alarm systems.
- Manage vehicle fleet including maintenance and scheduling.
- Coordinate repairs and maintenance of office equipment with external vendors.
- Oversee the scheduling of conference and community spaces.
- Organize team lunches and gatherings for special occasions.
- Assist other departments when assigned.

Bookkeeping and Human Resources Support:

- Administer and reconcile Accounts Receivable collections for OGA membership dues.
- Assist with HR functions including onboarding, training coordination, and maintaining employee records.
- Track and manage accurate records for employee vacation and sick time accruals.
- Implement and uphold office policies and procedures to promote a positive, inclusive work environment.
- Foster a collaborative and supportive atmosphere where team members can thrive and contribute.

General Duties:

- Maintain an organized and professional workspace at all times.
- Monitor office supplies regularly and reorder when necessary.
- Track orders and maintain strong vendor relationships.
- File and organize records, invoices, and other important documents.
- Provide on-site support during events as needed.

Qualifications

- High school diploma or GED required, associate degree in office administration, management, or related field preferred.
- 2+ years of experience in office administration with a preference for golf-related or non-profit environments.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint and Teams).
- Familiarity with office equipment (printers, copiers, phone systems, etc.).
- Strong organizational skills with keen attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently and collaboratively as part of a team.

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.