

**Organization Overview:**

Founded in 1924, the Oregon Golf Association (OGA) is a 501(c)(6) non-profit association originally established to conduct the Oregon Amateur Championship. Over the past 90 years, we have diligently expanded our mission to promote, foster, and grow the game of golf, serving over 50,000 members and 300-member golf clubs throughout Oregon and Southwest Washington.

**Position Title:** Championship and Events - Operations Coordinator

**Status:** Full-Time, Non-Exempt

**Reports To:** Senior Director of Championships and Events

**Position Summary:**

The Operations Coordinator is responsible for providing operational support and administrative assistance to the Championships and Events Department of the OGA. The role extends support to other OGA departments as needed.

**Primary Responsibilities:****Tournament Operations Assistance:**

- Assist in conducting pre-tournament site visits and coordinate closely with host facility personnel.
- Support in the set-up of the golf course, preparation of player pairings, information sheets, local rules, and volunteer assignments.
- Act as a supportive on-site presence and assist in various aspects of OGA tournament programs.
- Aid in administrating and operating different Championship and Events tournament procedures as needed.

**Administrative Support:**

- Assist with OGA Tour competitions and Women's Interclub by providing administrative support.
- Maintain and manage all OGA points lists, including performance, team, and OGA Tour.
- Manage and maintain Golf Genius Tournament Management software.

**Volunteer Management:**

- Co-lead and support all aspects of the volunteer program, including annual registration, training, and appreciation events.
- Manage the ordering and fulfillment of clothing for OGA volunteers.
- Assist with creating and updating the Volunteer Manual and communication/newsletters to volunteers.

**Additional Responsibilities:**

- Assist in the preparation of necessary site materials and maintain inventory/supplies.
- Update content management system with championship and event results.
- Provide expertise and support to outside tournaments and other departments as assigned.
- Ensure safe work habits and a safe working environment.
- Perform other duties as assigned.

**Position Requirements:**

- Bachelor's degree preferred.
- Experience in golf tournament operations is desirable.
- Working knowledge of the Rules of Golf is a plus.
- Strong work ethic, organized, detail-oriented, and excellent communication skills.
- Ability to work in a dynamic, fast-paced, team-oriented environment with a strong emphasis on customer service.
- Valid driver's license, willingness, and ability to travel extensively throughout the state and surrounding areas, including overnight stays and weekend work.
- Proficient in Microsoft Office or Google Suite and other software as a service platform.

**Physical Requirements:**

This role involves moving, lifting, and carrying items up to 60 pounds, prolonged standing or walking, and marking golf courses, especially during events. OGA is committed to providing reasonable accommodations to assist candidates with essential duties.

**EOE/DFW:**

OGA is an equal-opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

**Compensation/Benefits:**

- Salary commensurate with experience.
- Comprehensive benefits package including medical & dental insurance.
- Simple IRA retirement plan.
- Annual clothing allowance.
- Paid vacation and holidays.
- Golf privileges.

**Application Process:**

Email your resume and cover letter to:

Brent Whittaker, Senior Director of Championships and Events

[bwhittaker@oga.org](mailto:bwhittaker@oga.org)