



Women's Metropolitan Golf Association

POSITION: Assistant Director– Part Time Position
PERIOD: Open until Position Filled
LOCATION: Elmsford, New York (25 minutes from New York City)

JOB DESCRIPTION: Part time position responsible for managing and executing WMGA operational tasks for the WMGA, providing golf tournaments and other golf related activities, across the tri-state area. Reports to the Executive Director, manages office staff including Office Manager, Tournament Manager, Operations Assistant, Intern(s), and oversees volunteer Board of Directors, WMGA Foundation and 2,300 women member organization to promote women's and junior golf initiatives. Works in an office setting three days per week and attends WMGA tournaments throughout the tri-state area during the golf season.

RESPONSIBILITIES:

- Perform day-to-day operational and administrative functions and supervisory duties to ensure that the WMGA operates smoothly and efficiently
- Assist the Treasurer with bookkeeping functions including accounts payable and receivable for the WMGA and WMGA Foundation. Ensure contracts executed. Approve invoice payments, deposit receipts, run financial statements and reports. Facilitate annual tax and regulatory filings with Treasurer and Accounting firm.
- Assist the WMGA Staff and Board of Directors on projects as needed
- Assist with coordination of CRM, website and communication content updates including social media including Facebook, Instagram and other digital platforms
- Determine how to best implement and execute the Board procedures and provide suggestions and ideas on how to improve the organization

KEY QUALITIES:

- Ability to receive strategic direction and execute, manage and coordinate staff and board based on direction
- Highly organized, with the ability to establish clear priorities, manage and coordinate staff and volunteers
- Ability to prepare clear, articulate and concise written reports and communicate clearly both one-on-one or with groups
- Ability to collaborate with Board of Directors and Staff to implement vision and obtain long-term strategic plan
- Exhibit self-initiative and work in a well-organized and professional manner
- Passion for golf and golf administration
- Desire to ensure continued relevance of junior girls and women's amateur golf
- Desire to broaden the membership base, diversify and strengthen revenue profile

REQUIREMENTS:

- Bachelor's degree
- Experience with/exposure to financial operations and bookkeeping, including QuickBooks, preferred
- Familiarity with golf game, sports industry and non-profits a plus
- Experience working in a small office, service-oriented environment
- Strong computer skills including G-Suite, Microsoft Office programs (Word, Excel, PowerPoint), Adobe along with Social Media vehicles (Facebook, Instagram) and CRM tools such as MailChimp

BENEFITS: \$30/hour 24 hours per week plus job-related expenses, flexible scheduling and holidays

DEADLINE to APPLY: Open until Filled

SEND RESUME TO: Sarah Niemeier, Executive Director
Women's Metropolitan Golf Association
49 Knollwood Road, Elmsford, NY 10523
EMAIL: executivedirector@wmga.com

Please submit resume, cover letter and list of a minimum of two references.