



Western Pennsylvania Golf Association Employment Opportunity – Director of Communications & Outreach

Reports to Executive Director

Overview

The Western Pennsylvania Golf Association was founded in 1899 to advance the interests and spirit of the game of golf and to encourage a spirit of harmony and cooperation among golf clubs and other related associations. Started by members from five clubs, the association now has 200 member clubs and nearly 31,000 individual members. Primary activities include the administration of the USGA Handicap System™, educational programs for members and club employees, the sharing of information and the conduct of championships. We also administer the WPGA Scholarship Fund to provide tuition assistance to employees of our Member Clubs.

Job description: The Director of Communications & Outreach will direct Communications and Outreach programs. This position requires some travel to WPGA Member Clubs. This position is full-time.

Qualifications: Previous employment with a state or regional amateur golf organization is preferred. A college/university degree, or its equivalent, is required along with strong communication and interpersonal skills, knowledge of and passion for the game of golf, and the ability to relate to the golf community.

Duties and Responsibilities:

- Serve as the primary liaison to Communications and Outreach Committees
- Direct all communication programs
- Direct WPGA Club Rep Program
- Manage WPGA publications
- Manage social media platforms
- Manage Handicap and Outreach Programs
- Manage WPGA Hardware Program
- Manage USGA Handicap Licensing requirements
- Assist in development of wpga.org
- Serve Member Clubs as needed

- Liaison to Women's Golf Association of Western Pennsylvania
- Communicate with Member Club staff and committees as needed
- Other duties as assigned

Requirements:

- Working knowledge of social media and communication platforms
- Written, verbal and public relations skills
- Handicap administration and vendor knowledge
- Previous golf administration background preferred
- Understanding of staff/volunteer relations

Location: WPGA, 930 North Lincoln AVE, Pittsburgh, PA 15233

Compensation and Employment: Compensation commensurate with qualifications, experience, and the size of the Association.

Benefits: Standard expense account for transportation, food, lodging and related expenses; health, dental, life, disability, and optical insurance; pension program; travel to applicable professional meetings.

Application Deadline: This position will remain open until filled.

Apply: Please forward a cover letter and resume by mail or email to:

Terry Teasdale, Executive Director
Western Pennsylvania Golf Association
930 North Lincoln AVE
Pittsburgh, PA 15233
Email: tteasdale@wpga.org

The Western Pennsylvania Golf Association is an Equal Opportunity Employer.