



METROPOLITAN AMATEUR GOLF ASSOCIATION & METROPOLITAN GOLF FOUNDATION

Job Title: ADMINISTRATIVE ASSISTANT

Reports To: EXECUTIVE DIRECTOR, METROPOLITAN GOLF FOUNDATION BOARD

Status: PART-TIME

Start Date: AS SOON AS POSSIBLE

Serving the St. Louis Metropolitan area for 30+ years, the Metropolitan Amateur Golf Association (MAGA) and its philanthropic arm, the Metropolitan Golf Foundation (MGF), serves 150+ member clubs and 21,000+ individual members in St. Louis, Central and Southern Illinois regions. Its mission is to uphold and carry on the principles and traditions on which the United States Golf Association built amateur golf.

ROLE:

The role of the Administrative Assistant is to provide support to MAGA and the services it provides to its clubs and golfers, while also providing support to the MGF with regards to the Normandie Renovation Project.

PRIMARY RESPONSIBILITIES:

- Provide administrative support to MAGA's Executive Director
- Provide administrative support to the MGF, particularly the Normandie Golf Course Renovation Project. Which includes, but is not limited to:
 - Provide support to the fundraising cabinet and project leadership
 - Schedule meetings of the cabinet and project leadership
 - Produce correspondence on behalf of the project leadership
 - Maintain records of fundraising, donors, etc.
 - Manage communications with donors, fundraising cabinet and project leadership
- Identify areas of organizational needs

QUALIFICATIONS, REQUIREMENTS and QUALITIES:

- Ability to work independently and with the Executive Director and MGF leadership
- Extensive computer literacy
- Excellent written and verbal communication skills; ability to communicate effectively and project a professional image at all times
- Organized, with the ability to establish clear priorities
- Proficient in email communications
- Familiarity with Microsoft Office products (Word, Excel, PowerPoint, etc.) Creative approach to developing communication strategies
- Strong organizational and time-management skills
- Ability to work independently with minimal supervision; sound judgment and decision-making capabilities

COMPENSATION and BENEFITS:

- Hourly compensation commensurate with experience and qualifications
- Flexibility with work location

TO APPLY:

All applicants should forward a resume and cover letter electronically to Curt Rohe, Executive Director at curt@metga.org.

DEADLINE:

Applications will be accepted until position is filled.