



Position Announcement

Job title: Membership Services Coordinator
Status: Regular, Full-Time, Non-Exempt Employee
Position Location: Dallas Office
Reports to: Manager, Technical Services | Manager, Course Rating
Start Date: Open until filled

Job Summary

The Texas Golf Association seeks an organized, outgoing, service-oriented golfer to serve as a resource for Technical Services and Course Rating. Qualified applicants will have exceptional organizational and communication skills and be able to provide service to clubs, golfers and internal clients related to these functions.

Principal Duties:

- Primary point of contact for Handicapping software support requests
- Primary point of contact for Online Join & Renew program
- Primary point of contact for mobile app users
- Back-up technical service resource for USGA TM (Golf Genius) support requests
- Data entry for Course Rating process
- Assist with club and volunteer correspondence and coordination for Course Rating
- Complete other projects and tasks as assigned.

Key Characteristics:

- Friendly, outgoing and service-oriented personality
- General understanding of the game of golf
- Detail oriented with outstanding organizational skills
- Exceptional verbal and written communications skills
- Ability to manage multiple tasks and meet established deadlines and objectives

Requirements:

- Strong computer skills including the use of Microsoft Office Suite
- Working knowledge of USGA GHIN software preferred

Compensation:

Salary range \$35K - \$40K based on experience. Major medical, life insurance, 401K and vacation paid by company.

SEND COVER LETTER / RESUMES TO:
Dayna McMellon – dcmellon@txga.org

TEXAS GOLF ASSOCIATION

www.txga.org - 16200 Addison Rd. Suite 150, Addison, TX 75001 - p. (214) 468-8942