



Executive Assistant, Golf Association of Philadelphia

The Golf Association of Philadelphia (GAP) was established in 1897 by members of Aronimink Golf Club, Merion Cricket Club, Philadelphia Country Club and Philadelphia Cricket Club. It serves as the governing body of amateur golf in the region. With 60,000 members and 187 member clubs in the Philadelphia region, the Association provides leadership, support and direction to foster the growth and development of the sport of golf. As Philadelphia's most trusted source of golf information, GAP preserves, protects and promotes the game of golf.

Position Executive Assistant

Description The Golf Association of Philadelphia's Executive Assistant will work hand in hand with the Executive Director on all items of the Association, the Pennsylvania Golf Association and the J. Wood Platt Caddie Scholarship. The Executive Assistant will have the ability to work independently on projects, but must also enjoy a team environment.

Application Deadline Jan. 10, 2018

Duties and Responsibilities

- Takes ownership of performing the administrative responsibilities to assist the Executive Director
- Heavy calendar and task management for the Executive Director, the Executive Committee and a variety of sub committees for all three organizations
- Coordinate all activities and details relating to internal and external meetings; including reserving meeting rooms, inviting attendees, meeting materials, post meeting follow up items, etc.
- Anticipate the needs of the Executive Director in order to prioritize tasks to ensure daily tasks, meetings, events and seminars are conducted in a highly professional manner
- Act as the main point of contact for general office needs of staff and visitors
- Serve as primary liaison between the Association and vendor management (e.g., repairs, vendors, etc.)
- Assist with Receptionist duties; greeting Association guests and receiving incoming phone calls

Job Requirements

- Working knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint).
- General understanding of the game of golf
- Strong communications skills, both written and verbal.
- Detail oriented, highly organized and ability to multi-task.
- Valid driver's license and reliable transportation.
- College degree preferred.

Location 1974 Sproul Road, Suite 400, Broomall, PA 19008

Salary Commensurate with experience and qualifications

Benefits Include health, life & disability insurance, 401k, mileage and medical/dental reimbursement

Apply Please forward a cover letter and résumé to:

Golf Association of Philadelphia
1974 Sproul Road, Suite 400
Broomall, PA 19008
Attention: Employment Opportunity

Or e-mail résumé to jobs@gapgolf.org with "Executive Assistant" in subject line

For more information about the Golf Association of Philadelphia, please visit www.gapgolf.org.