



Hawaii State Golf Association

Job Title:	Member Services		
Location:	HSGA office and Event sites	Travel:	Occasionally, all travel expenses paid
Salary Range:	Commensurate on qualifications: \$34,000-\$40,000+/year	Position Type:	Full-time, exempt salary
Job Description			

Role and Responsibilities

We are looking for a reliable, dedicated, responsible, friendly, outgoing and trustworthy individual to join our team here at the Hawaii State Golf Association that will:

- Operate, organize, monitor and troubleshoot all programs used for operations of the HSGA. This includes, but not limited to, GHIN, USGA & our current Tournament Management Program
- Primary contact for all member/customer requests, including phone calls & emails
- Have the ability to work cooperatively with other HSGA office staff in a small office environment to assist our clubs and associates with all aspects of our operation
- Provide training/education to golfers on use of the World Handicap System (WHS)
- Work with and assist with Association partners and promotions
- HSGA Women’s Golf liason
- Assist with HSGA, USGA, GHIN, WHS seminars

Qualifications and Education Requirements

- High school graduate with some college preferred
- Extensive computer skills in a variety of programs including Google Workspace products, Zoom, Adobe, Microsoft products and others
- Basic knowledge of the Rules of Golf, World Handicap System
- Ability to host/operate webinars and seminars
- Active golfer highly preferred

Benefits

- Full Medical/Dental/Vision/Drug benefits package paid at individual level after 30 days of employment
- 16 paid holidays per calendar year
- 40 hours PTO after 1st year, 80 hours PTO after 3 years, 120/6, 160/10
- Paid cell phone services with hotspot for laptop use outside of office
- PGA associate/member dues, negotiable
- Simple IRA account benefit after 1 year of continuous employment with company match
- Regular Monday thru Friday work hours with occasional work on weekends at tournament/event sites