



Career Opportunity
Member Services Coordinator

LENGTH: Full-time, Exempt Salaried Employee
LOCATION: The Golf Association of Michigan's office – Farmington Hills, Mich.

ABOUT THE GAM: The Golf Association of Michigan, founded in 1919, is the governing body for amateur golf in the state. As a not-for-profit organization, our purpose is to represent, promote, preserve, and serve the best interests of the game.

JOB DESCRIPTION: The selected candidate will work with the Director of Member Services toward successful planning and administration of the Handicapping core services provided to our member clubs and golfers. Some travel with overnight stays will be required in this position.

JOB DUTIES:

- Provide excellent customer service to GAM members and member clubs
- Create educational presentations for GAM members and member clubs
- Identify and recruit golf courses, groups, and leagues for GAM club membership
- Assist GAM member clubs with Golf Genius Tournament Management
- Attend Michigan Golf Shows to promote GAM core services to clubs and golfers
- Assist with development of marketing strategies and materials related to GAM core services
- Assist the Championship Department at GAM qualifiers and championships
- Other duties as assigned by the Director of Member Services

REQUIREMENTS:

- Bachelor's degree or golf-specific associate degree preferred
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Prior golf experience a plus
- Dependable automotive transportation
- Strong organizational and communication skills
- Demonstrated strong work ethic
- A growth mindset and willingness to learn
- Ability to work in a fast-paced environment and adapt
- Ability to work in team environment and independently

BENEFITS:

- Paid vacation
- Paid holidays
- Travel expenses during GAM related activities
- Use of company vehicle for business purposes or mileage reimbursement
- Use of company laptop computer and cell phone
- Half-day Fridays during the six months of off-season
- Medical, Dental, Life Insurance, 401K Plan
- Professional training seminars as needed (e.g., USGA Seminars)

Compensation is commensurate with experience and qualifications.

RESUME DEADLINE: Position is open until filled

To apply, please submit cover letter, resume, and references to Chris Whitten, Executive Director, via e-mail at cwhitten@gam.org.

The GAM is committed to creating a diverse work environment. All qualified applicants will receive consideration without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity or sexual orientation.