



ARIZONA GOLF ASSOCIATION

CUSTOMER RELATIONSHIP ADMINISTRATOR

JOB DESCRIPTION

The Arizona Golf Association (AGA), which was founded in 1923, is a not-for-profit 501(c)(4) association that serves as the official governing body of amateur golf in Arizona with more than 700 men's and women's clubs and serving nearly 80,000 individual members. Today, the AGA is a volunteer-based organization directed by amateur golfers passionately dedicated to promoting the game of golf and providing valuable benefits and services to its members.

General Responsibilities

- *Provide program and event support for AGA departments*
- *Stay current on the activities of the organization by reviewing the website content regularly and being aware of upcoming events and general information published through the website*
- *Maintain a current understanding of all on organization policies and procedures*
- *Maintain functional knowledge of the Golf Nations software and be able to assist callers with the product*
- *Answer questions to AGA inquiries and provide support or direct phone inquiries to the appropriate department*

Skills and Qualifications

- *2-3 years of experience in office administration*
- *Excellent computer, verbal and written communication skills*
- *Golf knowledge and terminology a plus*
- *The patience and ability to maintain calm under pressure*
- *Able to accept criticism*
- *Good business management and organizational skills*
- *Strong administrative and customer services skills*
- *Thorough and detailed in work assignments*
- *Ability to work independently and in small team environment*

Compensation Package

- *\$19.23 - \$21.63 Commensurate with experience*
- *Medical, dental, vision, life, and disability insurance*
- *Paid vacation, sick leave & holidays*
- *401k plan*
- *Cell phone*

Application Process

Please forward cover letter, resume, and salary expectations to:

Tim Eberlein
Managing Director of Administration
Arizona Golf Association
teberlein@azgolf.org

Application Deadline: Position open until filled