



Virginia State Golf Association Employment Opportunity

Position: **Administrative Assistant** (*Hourly, Non-Exempt, Full-Time benefit eligible*)
Reports to: Senior Director, Finance and Administration
Location: Midlothian, VA - In-office position
Hours: Monday – Friday 9 am – 4 pm (*35 hours per week*)

About the VSGA

Founded in 1904, the Virginia State Golf Association (VSGA) is a 501(c)(3) nonprofit that serves more than 300 member clubs and 85,000 golfers throughout the Commonwealth. As an Allied Golf Association of the United States Golf Association, the VSGA is the trusted steward of amateur golf in Virginia, dedicated to promoting the game and supporting the clubs and golfers that play it. The association provides handicapping services through the World Handicap System, manages the state's course rating and measuring program, and offers a full calendar of championships and events for players of all ages and skill levels. The VSGA also delivers value through its VIP Card program, adaptive golf initiatives, educational opportunities, and a broad range of communications and member benefits that strengthen and celebrate the Virginia golf community.

Position Overview

Provide administrative support to the Senior Director, Finance and Administration, Executive Director, and other staff members while helping manage the VSGA's day-to-day front office operations. This role requires discretion, confidentiality, and professionalism when handling business matters. The employee will represent the VSGA with a professional image during in-person, phone, and email interactions. Golf experience is not required.

Front Desk Responsibilities

- Answer incoming phones and assist customers or transfer them to the appropriate staff member.
- Meet and greet clients and visitors in a professional, courteous manner.
- Sign for and distribute packages (UPS, FedEx, etc.).
- Retrieve, open, date stamp, and distribute mail to the appropriate personnel.
- Perform administrative tasks such as copying, mailing, and filing.
- Update member club and individual member contact information in appropriate systems.
- Update the phone menu as needed.
- Post signage on main office door to indicate closures for holidays or inclement weather.
- Respond to contact form inquiries or forward to the appropriate staff member daily.
- Handle daily mail deliveries to the post office.

- Assist with scheduling office maintenance and repairs.
- Additional front desk tasks may be assigned as required.

Administrative Duties

- Ensure all outgoing documents and correspondence are accurate and professional.
- Prepare and distribute Hole-in-One certificates, bag tags, and letters. Update the Hole-in-One database on the VSGA website.
- Manage office supply inventory and printed materials, ordering as needed.
- Perform inventory counts.
- Maintain up-to-date contact lists for staff and board.
- Review weekly staffing in Shifts to ensure office is appropriately staffed for the upcoming week. Remind staff members to input shifts as needed.
- Assist with intern onboarding and offboarding.
- Assist with reporting IT issues and setting up new hire/intern accounts with 3rd party IT company.
- Monitor copier and postage meter maintenance, including meter readings.
- Utilize Microsoft Office and Adobe Creative Cloud to design invitations, brochures, and other documents.
- Administer the annual virtual auction.
- Assist with bulk mailings.
- Arrange lunch deliveries for in-office meetings.
- Process VIP Golf Card orders over the phone or in person.
- Assist with the weekly membership newsletter.
- Assist with managing pool vehicles.
- Process membership activations, including eClub and Junior Golf Circuit.
- Assist with Golf Genius intercom tickets.
- Process VSGA shop sales over the phone and track and fulfill orders.
- Additional administrative tasks may be assigned as needed.

Event Coordination

- Assist in the annual planning and organization of key events, including three board meetings and the annual meeting.
- Assist with communicating meeting details to board of directors, past presidents and staff.
- Coordinate annual holiday and summer events, managing attendee lists.
- Manage attendees for meetings/events.

Qualifications

- Strong verbal, written, and organizational skills.
- Strong computer skills.
- Excellent interpersonal skills with a history of delivering high-caliber customer service.
- Ability to multi-task and work on projects with minimal supervision.

Compensation and Benefits

- Hourly rate of \$18-\$21, commensurate with experience and qualifications.
- Paid lunch break included in 35 hours per week.
- Paid medical, dental and vision insurance.
- Paid life insurance, short-term and long-term disability.
- Eligible to participate in company 401(k), including company contribution, after one year of service.
- Paid time off (PTO) and paid holidays.
- Monthly cell stipend to compensate for business-related costs.

Reply with resume to:

Kristine Clites, Senior Director, Finance and Administration
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Open until filled