



PGA OF CANADA – CHAMPIONSHIP MANAGER

PROFESSIONAL GOLFERS' ASSOCIATION OF CANADA

The Professional Golfers' Association of Canada is a member-based non-profit organization representing over 3,700 golf professionals across Canada. The Association was founded in 1911 which makes it the oldest professional golf association in North America.

START DATE

February 14, 2022

CHAMPIONSHIPS

The PGA of Canada was founded by golfers and has continued to showcase the skills of its members throughout the years. Today, there are six national championships for different categories of membership, allowing all members an opportunity to compete, socialize and supplement financial earnings.

The PGA of Canada is looking for a qualified applicant to work with the Championships department in delivering best-in-class championships and events. There will also be opportunities to work with additional departments from time-to-time. The successful applicant will be required to travel to each PGA of Canada National Championship and other events as needed. International travel may be required.

TYPICAL HOURS

Office days are 8:30 am – 4:30 pm. Championship days will begin between 5-6 a.m. and end between 8-10 p.m. every day of the week, including weekends and holidays.

COMPENSATION AND BENEFITS (worth over \$70,000 CAD)

- Travel may include places like Cabot Links, Bermuda, Arizona, Florida
- Comprehensive benefits package, fully covered by the PGA of Canada
- Salary of \$55,000 to \$60,000 CAD
- Access to partner discounts
- Professional development opportunities
- Access to golf and driving range



NUMBER OF TOURNAMENTS

The PGA of Canada conducts six national championships, including the RBC PGA Scramble, and manages one international championship annually, subject to change. The Championships Department is also responsible for supporting the PGA of Canada Annual General Meeting and PGA of Canada Night which includes the National Awards.

CORE RESPONSIBILITIES AND PRIORITIES

The successful candidate should be capable of stepping into the role with an ability to conduct best-of-class professional golf tournaments and administer other PGA of Canada events. Some of the responsibilities include:

- Lead and manage tournament set-up and preparation
- Manage individual championships and events
- Golf course set-up and preparation
- Source out and work with Championship host sites
- Manage the annual Championships budget
- Support members
- Administrative tasks
- Manage internships
- Media and public relations
- Moderating equipment inventory, maintenance and replenishment
- Deliver high-quality customer service to all partners, participating facilities, volunteers and players
- Public speaking

REQUIREMENTS

- Level 2 or 3 Rules of Golf certification
- Previous championship/event administration preferred
- Ability to work and communicate in a team atmosphere
- Highly motivated
- Willingness to work long hours in hot/cold weather and endure physical situations such as heavy lifting
- Willingness to take active leadership role
- Excellent communication and public relations skills
- Basic computer knowledge and skills



- Bilingualism (French & English) an asset
- Valid passport

TO APPLY

Please send cover letter and resume to [hiring@pgaofcanada.com](mailto: hiring@pgaofcanada.com).

APPLICATIONS

Application deadline is January 21, 2022. Please note, only those selected for an interview will be contacted by January 24, 2022. Interviews will take place the week of January 31, 2022.

ACCOMMODATION:

The PGA of Canada is an equal opportunity employer, and we are committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.