



PGA of Canada

Founded in 1911, the Professional Golfers' Association of Canada (PGA of Canada) is a member based non-profit organization representing more than 3600 golf professionals across Canada. It is the second oldest and third largest PGA in the world and is highly regarded and respected in the world of golf and as one of the oldest sports organizations in Canada.

Membership and Education Coordinator

Reporting to the Chief Innovation Officer and working closely with the Managing Director of Membership and Senior Coordinator – Education and Programs in this role, your responsibilities will include planning, enhancing, and coordinating programs and services to PGA Canada members. You will support the day-to-day administrative operations of the membership and education departments of the Association through handling membership requirements and inquiries, working alongside zone office staff, providing support to PGA of Canada members through their membership and Training Academy pathway, and organizing logistics of training workshops.

Work involves prioritizing, organizing, multi-tasking and effectively driving change through innovation and analytical thinking.

Combined with rounded organization and strong communication skills, we require a university or college level education with administrative and client service experience.

This opportunity offers personal growth and a chance to utilize your broad capabilities to the maximum in a supportive progressive environment. The ability to be a true team player and a bias to contribute and make a difference is essential

Bilingualism is an asset for this position.

Please reply with cover letter and resume to hire@pgaofcanada.com

We thank you for your interest but only those under consideration for interview will be contacted.