



COORDINATOR SCHOLARSHIPS – FIRST TEE

Description

About the PGA Tour

When most people think of the PGA TOUR, they envision famous golfers, exciting tournaments, and the TOUR's generous support of more than 3,000 charities. We are all of these things, but there's much more to the PGA TOUR than meets the eye.

Behind the TOUR's international reputation for sports excellence and philanthropic leadership is a dedicated team of business, sports management and entertainment professionals working together to support our players and advance our mission.

Headquartered in Ponte Vedra Beach, Fla., we're a dynamic group of individuals with diverse talents who share a deep respect for the sport of golf and the positive impact it has in communities across the United States and internationally.

If your goals include being part of an exciting team that emphasizes professional development and the personal satisfaction of contributing to important causes, we encourage you to explore the many advantages and benefits of a career with the TOUR.

Join our team and help make a difference with kids through golf!

This position provides logistical, administrative and operational support for First Tee's College Scholarship Program. This position works closely with the Sr. Manager, Scholarships to coordinate the preparation of materials, data management and information for professional development workshops, scholarship application review, the awarding process, donor stewardship, and marketing the scholarship program to our chapter network.

This role is accountable for day-to-day customer service, data management using scholarship program management software, planning, creating and implementing components of the scholarship program.

Qualifications

- Four-year degree in business, education or related field
- Minimum 2 years of experience in Higher Education or non-profit
- Excellent organizational and multitasking abilities
- Detail-oriented and strong verbal and written communication skills
- Experience communicating with upper-level management and C-Suite clients
- MS Office and data reporting capabilities
- Kaleidoscope, Salesforce and Graduway experience preferred
- First Tee experience preferred

Responsibilities and Duties

- Administer scholarship recipient form for scholarship disbursements annually
- Maintain communication and report on scholarship recipient data outside of the National Scholarship Program
- Provide customer service and support to scholars throughout program
- Assist with collection, processing, disbursement and tracking of scholarship funds
- Assist with Scholar event planning logistics
- Assist with marketing internship and jobs to scholars through Graduway Platform
- Creation, developing and updating marketing materials and donor stewardship pieces
- Schedule quarterly check in with scholars and document status updates
- Special projects or other duties as assigned

EOE

The TOUR is an equal opportunity employer. We do not discriminate or tolerate discrimination on the basis of race, sex, sexual orientation, religion, national origin, age, disability, marital status, color, ancestry, citizenship status, uniform services member status, pregnancy, gender, gender identity, gender expression or any other classification or differences protected by applicable law.