

TITLE **Coordinator, Tournament Operations/Player Services**

DESCRIPTION The Ladies Professional Golf Association (LPGA), headquartered in Daytona Beach, FL, is currently seeking a full-time Coordinator, Tournament Operations/Player Services for the Epson Tour. This position liaises with several different constituencies relating to LPGA and Epson Tour members, tournaments, and staff. The role is primarily responsible for tournament administration and members services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work closely with LPGA/Epson Tour Operations and Player Services teams to coordinate and communicate all activities associated with both areas of business.
- Serve as back-up support for the LPGA Epson Tour Tournament Operations Manager. Process tournament fields, player commitments/withdrawals, membership dues, credentials, tournament entry fees, and other payments from members.
- Assist with coordination of Epson Tour Rookie Orientations, player meetings and departmental staff meetings.
- Serve as primary contact for golf club manufacturers and tour caddies.
- Assist in preparing tournament documents, spreadsheets, reports, and presentations, applying skills in Word, Excel and PowerPoint and Outlook.
- Communicate with Tournament Directors and Rules Officials regarding tournament reports, player fact sheets and weekly fields.
- Serve as a contact for VP of Epson Tour Tournament Business Affairs in various projects.
- Provide support to the LPGA rules officials, including preparation and distribution of tournament reports, tracking slow-play timings, and managing on-site qualifiers.
- Maintain and update player database; player extranet and assist with player communication
- Work directly with SR VP, Tour Operations, player services staff and LPGA IT on various projects, as well as participate in special projects and assignments as requested by other departments.
- Minimal travel of 4-6 events
- Assist in relieving Receptionist as designated by an office rotation schedule.

POSITION REQUIREMENTS **QUALIFICATIONS**

- Bachelor's degree required, concentration in Sports, Business or Communications preferred
- Minimum of 2 years of administrative experience, ideally in a sports league environment.

- Knowledge of golf preferred
- Culturally sensitive, service and people-oriented, with the ability to work a flexible schedule and occasional travel.
- Must be proficient in MS Office Suite (Excel, Word, PowerPoint and Outlook)
- Strong communication, interpersonal and customer service skills
- Strong organizational and time management and superior attention to detail
- Advanced ability to organize and manage own time
- Must be highly organized and disciplined to handle multiple priorities and ongoing projects at one time
- Ability to lift 50 lbs. unassisted

The LPGA offers a competitive salary and benefits package that includes, medical, dental, vision, life, and disability insurance, paid time off, 401(k) with employer match, golf and fitness center privileges, access to all our events, and many other great benefits to all full-time employees.

FULL-TIME/PART-TIME Full-Time

LOCATION Headquarters/Central Florida

TRAVEL PERCENTAGE Extensive: minimum of 4-6 events per year

EOE STATEMENT We strive for diversity within our workforce. We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.