



Office Administrator

Position Posted: January 10, 2023

Apply Before: March 1, 2023

Job Category & Wage: Part Time
Three Days a week from 9-3
\$15/hour
Location: Grand Rapids, MI

Relevant Work Experience: Two years of administrative and clerical experience preferred
Preferred Education Level: High School Diploma

Organization Overview

The Lake Michigan Junior Golf Association was established in December of 2006 to provide junior golf tournaments in West Michigan to all youth. In 2011, The Lake Michigan Junior Golf Association shifted its focus to establishing a chapter of First Tee - West Michigan. On June 23, 2011, First Tee - West Michigan officially became a chapter of First Tee.

First Tee - West Michigan is one of 150 chapters worldwide that are part of a global non-profit youth initiative. First Tee was created in 1997 by the World Golf Foundation to use golf and character education to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship. By engaging youth in a combination of life skills, leadership and golf activities, they are exposed to positive traits that will help them become valuable assets to their community and eventually achieve success in life. First Tee's Life Skills & Golf Experience curriculum is the unique component that sets it apart from many other successful junior golf programs.

At First Tee - West Michigan, we are highly focused on reaching out to at-risk and disadvantaged youth. We want our participants to see the beauty of the golf course, learn the skills they need to succeed in life, and build relationships with those who care for their well-being.

Position Description

The Office Administrator will report directly to the Accounting/Admin Director and will help with our growing golf industry organization. An Office Administrator is in charge of all things administrative and is responsible for the overall operations of their office. The ideal candidate has outstanding administrative, communication, interpersonal and organizational skills. This position will be required to be in-person at the office on a regular basis.

Responsibilities including but not limited to

- Update databases, records and other data
- Oversee and organize business operations
- Respond to phone calls and emails when needed
- Keep the office clean, tidy and supplied with all the necessary supplies
- Assist with any day to day needs assigned
- Company meetings preparation
- Assist Accounting team with Donor Relations
- Event preparation

Qualifications

The following characteristics are necessary for success in this position:

- Ability to multitask
- Strong use of the written English language, including grammar, spelling and punctuation
- Comfortable learning online database systems
 - Hubspot, G-Suite, Asana, Salesforce, Slack
- High integrity, attention to detail and well organized
- Ability to multitask

Job Benefits

- Flexibility office schedule
- Clothing Discounts
- Holidays Off

Interested?

Please submit a cover letter and resume to the following email: stacy@thefirstteewestmichigan.org

Contact: Stacy Snider, HR & Talent Acquisition Specialist

Telephone: 616-208-1177

Website Address: www.thefirstteewestmichigan.org

Watch this video for an overview of First Tee - West Michigan:

<https://www.youtube.com/watch?v=py0mtv16s64&t=1s>

