



Operations Manager

Help kids. Have schedule and work location flexibility. Work in a fun, golf environment.

First Tee Utah is hiring a full-time, multi-skilled administrative professional to keep the trains running on time and be the right hand for the president. First Tee Utah is a youth development nonprofit that helps Utah kids and teens build their strength of character through golf. We are the Utah chapter of an international organization that is a subsidiary of the PGA Tour. This position reports to and works directly with the president.

Primary Areas of Responsibility

- General chapter operations, systems and office management.
- Financial management and reporting (in coordination with third-party bookkeeper).
- Fundraising support for the president and third-party fundraising consultant.
- Human resources management, including payroll and new hire onboarding.
- Event execution support.

Requirements

- Commitment to our organizational mission and to being a fully engaged team member.
- Excellent organizational and multitasking abilities.
- QuickBooks experience and skills. This will be tested and confirmed.
- CRM experience and savvy, preference given for Salesforce and Bloomerang.
- Knowledge of the golf industry, ecosystem and culture, preferably as a player.

Position Lifestyle

- Full-time. \$40,000 per year. Cell phone reimbursement. Mileage reimbursement.
- Flexible schedule. We will help you make it work for you and your life.
- Hybrid location. Office. Home. The office is at a golf course. Pretty sweet, yes?
- Free range balls, golf clubs, occasional golf, and industry discounts.
- No benefits offered at this time.

Employment contingent on passing a criminal background check. The successful candidate will be required to complete online child safety training and basic coach training, and be an assistant coach for one class session per year. Please contact Paul Pugmire if you have any questions. 801.860.4507. ppugmire@firstteeutah.org.

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Building Game Changers.

Helping Utah kids and teens build their strength of character through golf.
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