



Golf Association  
of Philadelphia

## **Executive Assistant**

**Reports To:** Executive Director

**Start Date:** ASAP

Join the team at GAP (Golf Association of Philadelphia), the nation's oldest state or regional golf association. Headquartered in Broomall, Pa., GAP offers a competitive salary and benefits in a fun working environment. Comprised of 340 Member Clubs and over 100,000 individual members, GAP is the USGA's Allied Golf Association in Eastern Pennsylvania, Delaware and parts of New Jersey. GAP has a full-time staff of 18 individuals and offers a flexible working environment.

### **About the Position:**

The Executive Assistant will work hand in hand with the Executive Director on all items of GAP, the Pennsylvania Golf Association and the J. Wood Platt Caddie Scholarship Trust.

### **Responsibilities - Included but not limited to:**

- Take ownership of performing the administrative responsibilities needed to assist the Executive Director
- Heavy calendar and task management for the Executive Director, Executive Committee and a variety of subcommittees for all three organizations
- Coordinate all activities and details relating to internal and external meetings; including reserving meeting rooms, inviting attendees, meeting materials, post meeting follow up items, etc.
- Anticipate the needs of the Executive Director in order to prioritize tasks to ensure daily tasks, meetings, events and seminars are conducted in a highly professional manner
- Act as the main point of contact for general office needs of staff and visitors
- Serve as primary liaison between the Association and vendor management (e.g., repairs, vendors, etc.)
- Assist with Receptionist duties; greeting Association guests and receiving incoming phone calls

### **Qualifications:**

- Working knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Valid driver's license and reliable transportation
- College degree preferred

**Success Factors:**

- High attention to detail and strong organizational skills
- Be able to work independently
- Strong work ethic and willingness to be a team player
- Ability to communicate effectively with staff

**Work Schedule:**

- GAP's hours are Monday to Friday, In-Office (8:30 a.m. - 4:30 p.m.); Minimum Office Requirement Weekly

**Compensation and Benefits:**

This is a full-time exempt position with salary commensurate with experience. Office attire is golf casual or business casual. Our benefit package includes health and life insurance as well as a 401k Plan with matching benefit after six months of continuous employment. Employees have a normal holiday schedule plus floating holidays, PTO, and Association-sponsored events included.

**To Apply:**

Interested candidates should send a cover letter and resume to [jobs@gapgolf.org](mailto:jobs@gapgolf.org) with "Executive Assistant" in the subject line. Applications will be accepted until the position is filled.