



EVENT MANAGER

USSGA PACIFIC COAST TOURNAMENT

Location: Work remotely from home

Report to: USSGA PC Tournament Chairman

USSGA: The United States Senior Golf Association (USSGA) is the world's oldest golf organization devoted exclusively to “Seniors”. It offers a wonderful, rich history to its 1,100 members. USSGA members may apply to participate in 13 Invitational Tournaments in addition to an Annual Championship. The Pacific Coast Tournament remains one of the most popular tournaments offering a rare opportunity to play the renowned Cypress Point Club in Pebble Beach, CA.

Job Description Summary: The event manager works with the tournament chairman to organize and oversee the Pacific Coast tournament and all its social events. The event manager is responsible for all administrative aspects of the tournament from the early planning stages through the actual event which takes place mid-April each year.

Responsibilities:

Manage the USSGA PC email account as the main contact for tournament questions.

Create and adhere to a tournament timeline to ensure all aspects of the tournament are completed in a timely fashion.

Track and maintain data spreadsheets as well as TMP, the tournament management software program.

Coordinate with Pebble Beach Resorts and Cypress Point Club for course reservations, room blocks, and social events.

Oversee player applications, acceptances, and entry fees.

Create the tournament handbook and player welcome packets.

Provide on site assistance during tournament week.

Assist with the San Francisco Golf Club tournament as needed.

Oversee tournament bank account – receivables and payables.

Qualifications:

Willingness to commit to work September through April and be responsible for all tournament related activities during this time.

Experience in event planning or project management. Experience in the golf industry desirable, but not necessary.

Proficient in the use of Microsoft Office software, particularly excel spreadsheets.

Professional demeanor with all communications with players and tournament partners.

Exceptional attention to detail and excellent proofreading skills.

Ability to multi-task and skillfully manage last minute changes.

Willingness to learn new tournament software program for tracking data. (Tutorials and training available.)

Excellent time management skills to ensure that tasks are completed in a timely manner.

*The Event Manager will work as an independent contractor/consultant and be paid based on the scope of the project, not on an hourly basis. Training will be available on an as needed basis up to and during tournament week. New hire can begin work immediately.

If interested, please email Nettie Porter at NJPORT@comcast.net or call 831.594.8069.