

Title: Marketing & Operations Coordinator

Company: Texas Junior Golf Tour

Location: Irving, Texas

Status: Full-time

Experience: Entry-Level

Salary: \$40-\$45k

Contact: Travis Measley, Executive Director – travism@tjgt.com

Description: The TJGT is looking for an entry-level Marketing/Operations Coordinator to manage all our various social media platforms, generate content via photographs and graphics, engage with players and parents and promote our tournaments and player-members.

The position will also gradually become involved with the operations side of the organization, learning the tournament execution process and developing leadership skills in that area.

The TJGT runs roughly 55 junior golf tournaments each year across the state of Texas and Oklahoma; position will be required to attend tournaments to gather content and interact with players and generate social media posts revolving around tournaments, as well as other content promoting the TJGT.

Job Requirements: Applicants need to have a good knowledge of the game of golf – extensive high school and college golf experience preferred – as well as professional and/or personal experience using most social media platforms, including Instagram, Facebook, Twitter, TikTok and Snapchat.

Experience using Adobe programs such as Photoshop and Illustrator is preferred, as well as experience using a DSLR digital camera and photo editing.

Applicant must be able to not only work well as part of a team with other adults, but be able to be creatively independent and show leadership and organizational skills in executing a social media/content plan. Some overnight travel is required as part of the position, as well as weekend work during the fall/spring (see info below).

Other Information

- Overnight travel around the state of Texas will be required, roughly 8-10 times per year (2-3 days each). Company vehicle provided for overnight travel
- During fall and spring semesters, all tournaments are on weekends, so weekend work is required, but schedule is much lighter during the fall and spring, so appropriate time off and flexible working hours are accommodated.
- Summer tournaments are all during the week, but much more frequent.
- Job will also require some cross-training and work on the operation side, learning the ins and outs of how tournaments are run and being involved with tournament staff. Opportunity for growth and advancement related to Operations work.

Benefits:

- Health Insurance
- Company-provided phone & laptop
- 401K with matching
- Flexible hours during fall and spring
- Weekly working hours a combination of in-office and at-home

To apply, please send resume and any other relevant documents to Travis Measley – travism@tjgt.com