



2020 U.S. Open Coordinator

This is a full-time position that offers competitive base salary and great benefits. An excellent career opportunity for a college graduate looking for the chance to get involved with a very high level sporting event at one of the Club's great golf venues.

Available: Early 2019. Successful candidate will remain on after the U.S. Open as the Club's Communications Coordinator and will help in the development of plans for the Club's Centennial in 2023.

Description: Winged Foot Golf Club, one of world's most historic golf venues, will be hosting the 2020 U.S. Open. This will be the Club's 6th U.S. Open. The Club is seeking a qualified candidate to serve as the administrative coordinator to actively work with the office of the Open Chair and the Executive Director of the event. The ideal candidate must be highly energetic, have an interest in golf and/or sports marketing, and is inspired by the chance to work at Winged Foot Golf Club in the hosting of the 2020 U.S. Open. Excellent verbal and written communication skills including a professional phone manner and in-person presence are a must.

The Open Coordinator would report directly to the Executive Director (Club's General Manager) and the General Chairman of the U.S. Open. The Open Coordinator would work very actively with the USGA and the Club.

The Open Coordinator will need to have excellent communication and time management skills. This position will be responsible for the development of communications between the Open Chair, the Executive Director, the USGA and the Membership of the Club. A strong working knowledge of social media is a must. The Coordinator will play an active role in maintaining the Club's social media presence.

As the administrative liaison between the Club and the USGA, the Coordinator will schedule meetings, prepare agendas, ensure that meeting space is available, coordinate food and beverage, and other meeting needs.

In addition to internal communications, there are outside agencies involved in the hosting of the U.S. Open. The Coordinator will assist the General Chair and Executive Director in communications with these outside agencies.

Please submit a cover letter and resume to Colin Burns, General Manager at cburns@wfgc.org.