



EMPLOYMENT NOTICE

Founded in 1901, the Northern California Golf Association is one of the largest regional golf associations in the United States, with more than 150,000 individual members who belong to more than 1,200 members clubs throughout Northern California and into Nevada. Its mission statement is “to support and promote the game of golf”. Among other services, the NCGA provides its members with official handicap indexes, owns and operates two golf courses (Poppy Hills and Poppy Ridge-PHI), annually conducts more than 50 championships and over 500 days of competitive golf for all abilities, sponsors casual golf outings, travel, and special events, publishes *NCGA Golf* magazine, secures exclusive member discounts, and created and is expanding the Youth on Course (YOC) Foundation.

IT PROJECT MANAGER

Availability: Immediately

Position: 6 Mos Contract to Hire

Status: Hourly (convert to salary)

Reports to: Information Technology

Member: Information Technology Team

Essential Duties & Responsibilities include the following (other duties may be assigned):

- Manage and monitor web platforms while proposing and planning future development
- Manage and monitor data flow between web platforms, working with 3rd parties to improve synchronization and efficiency
- Ability to research, recommend and advise management on new technologies, trends and web/interactive practices
- Experience with database management, creating reports and lists, and data audits
- Experience with all aspects of website management, knowledge of AWS and WordPress content management system preferable
- Knowledge of HTML, CSS, and Front-End web development, as well as experience working with mobile apps
- Provide backup help desk support for internal network and systems
- Provide technical support either by phone, in-person, remote access or site visits as needed.

Qualifications:

- BA/BS degree and at least 3 years of relevant work experience and a strong technical background, especially with website maintenance operations and project management practices

- Ability to troubleshoot and resolve multiple issues.
- Ability to multitask, prioritize, and manage time efficiently.
- Excellent verbal and written communication skills.
- Comfortable in a diverse and fast-paced environment.
- Goal-oriented, organized team player.
- Experience working with web services and API protocols.
- Up-to-date knowledge of new systems, information, software, and upgrades.

EDUCATION and/or EXPERIENCE

Bachelor's degree in computer science, information systems or a related field, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to write routine reports and correspondence. Ability to communicate effectively with guests, management, vendors/suppliers, the general public and other employees of the NCGA.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

COMPUTER/BUSINESS MACHINE SKILLS

See description above.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is continuously required to talk and hear. The employee continuously is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision. The employee is occasionally required to lift 50 pounds. The employee is usually indoors in a controlled environment with low noise levels and occasionally outdoors in an uncontrolled environment.

OTHER QUALIFICATIONS

Must have reliable transportation, valid driver's license and provide proof of insurance. The job requires travel as necessary with overnight stays. NCGA will reimburse mileage expenses at IRS-approved rate.

COMPENSATION AND BENEFITS

This is a full-time, hourly position. Wages and benefits are commensurate with experience. Some

clothing will be provided, with the employee expected to source and maintain a high-standard of attire at all times. Benefit package includes health, dental and vision insurance. Dependents may be added with a portion paid by the employee. Participation in the company's 401k plan after one full year of employment. Vacation, holidays, golf benefits and sick time also included.

To apply, please address cover letters to Jamie Cordova, Human Resource Manager, and forward along with resumes to one of the following:

- E-mail: jcordova@ncga.org

The Northern California Golf Association is an Equal Opportunity Employer.