



Administrative Coordinator — Part-Time Contract

NGCOA Canada Foundation

Remote / Flexible | minimum \$35/hour, ~ 20 hours per month

The NGCOA Canada Foundation is a volunteer-led charitable foundation connected to the (Canadian) golf industry. Our five-member board is passionate about our mission, but like most volunteer boards, we've reached the point where good ideas need a dedicated pair of hands to become reality.

The Opportunity

We're looking for an organized, self-directed coordinator to edit and deploy communications, administer the donor database and support fundraising initiatives.

This is a contract position (not employment) for roughly 20 hours of work per month, with fully flexible scheduling, working remotely.

Hourly compensation commensurate with experience (minimum of \$35/hr.)

What You'll Do

You'll be assigned a revolving list of tasks to complete, which you will review with a board member on a semi-monthly basis through a check-in/support meeting to set priorities. Typical work throughout a calendar year may include the following duties:

- **Donor Management and Fundraising Administration** — maintaining the donor database, tracking contributions, coordinating reconciliation with NGCOA accounting, sending thank-you letters and receipts, support association partnership development initiatives and events as required
- **Communications** — producing newsletters to founders and broader database, social media posting, and other outreach

- **Preparation of Marketing Materials** — posters, pitch decks, trade show booth, and other collateral
- **Administration** — track website activity, coordinate reconciliation with NGCOA, lottery licensing, ordering merchandise and event supplies

What We're Looking For

- Solid administrative or coordination experience in golf, events, nonprofits, or small business
- Strong organization and follow-through; you're comfortable working independently from a task list
- Good written communication for donor letters and newsletters
- Comfort with everyday tools: email, spreadsheets, and simple design platforms like Canva (or willingness to learn)
- Familiarity with databases, Google, newsletter platforms (e.g., Mailchimp)
- A connection to the golf industry is a definite plus, but genuine interest counts too

Summary:

- Independent contractor
- 20 hours per month
- Flexible
- Remote work
- Reporting to a Director of the Board
- Compensation commensurate with experience (min. \$35/hr)

How to Apply

Send a brief note about yourself and why this role appeals to you along with a resume including a summary of relevant experience to info@ngcoacanadafoundation.ca by **Friday, August 14, 2026**.

The NGCOA Canada Foundation thanks all applicants; those selected for a conversation will be contacted.