

Operations Administrative Coordinator

Reports to: Director of Operations and Tournament Services Manager

Employment Status: Full-Time, Hourly, Non-Exempt

[THE CJ CUP Byron Nelson](#) is an official event on the PGA TOUR and has been operated by the Salesmanship Club of Dallas since 1968 as a fundraiser for its programs since 1968. Founded in 1920, [Salesmanship Club of Dallas](#) unites its 600+ members to strengthen the mental health of children, families, and communities through its beneficiary, [Momentous Institute](#). Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

The rich history of the Byron Nelson golf tournament dates back to 1926, when it was initially known as the Dallas Open. After a hiatus, the event returned in 1944 as the Texas Victory Open, a notable year where Byron Nelson secured victory by an impressive 10 strokes. Over the years, the tournament underwent various name changes before officially becoming the Byron Nelson Classic in 1968, coinciding with its designation as an official stop on the PGA TOUR.

Distinguished as one of two PGA TOUR events named after a professional golfer, the tournament has held a unique status throughout its history. In 2023, CJ Group came on as the official title sponsor, committing to a decade-long partnership with THE CJ CUP Byron Nelson. Held annually in May at TPC Craig Ranch in McKinney, Texas, the tournament consistently attracts top-tier players from around the world.

THE CJ CUP Byron Nelson is truly so much More Than *a Game*. Since its inception, the Byron Nelson golf tournament has supported Momentous Institute. To date, the tournament has raised an impressive \$195 million for Momentous Institute, underscoring its profound impact on both the world of golf and the community it serves.

Role:

The Operations Administrative Coordinator plays a critical role in the planning and execution of THE CJ CUP Byron Nelson, one of the PGA TOUR's premier events. This position provides administrative and operational support across multiple departments, ensuring projects stay organized, vendors are supported, financial processes run efficiently, and tournament operations remain on schedule.

The ideal candidate is highly organized, detail-oriented, proactive, and thrives in a fast-paced environment where priorities can change quickly. This individual will work closely with tournament leadership, vendors, partners, and internal staff to help deliver a world-class event experience.

Responsibilities:

Administrative Support

- Provide day-to-day administrative support for tournament staff
- Manage meeting coordination and office logistics
- Prepare correspondence, reports and meeting materials
- Maintain organized digital and physical filing systems

Financial & Accounting Support

- Process invoices and expense reports

- Track vendor payments and assist with budget reconciliation
- Coordinate with accounting personnel to ensure timely processing of financial documents
- Maintain accurate financial records and reporting spreadsheets

Contract & Vendor Coordination

- Assist with preparation, routing, and organization of vendor agreements
- Maintain contract database and monitor execution status
- Assist with contracts, insurance certificates, W-9's and required documentation
- Serve as a point of contact for vendors throughout the planning process
- Track deadlines and ensure vendors receive necessary event information
- Help coordinate vendor communication leading up to event week

Tournament Operations Support

- Assist departments with planning timelines and project tracking
- Coordinate office supplies, credentials, shipping, and inventory
- Support logistics for meetings and tournament operations
- Provide on-site administrative support during tournament week
- Assist with special projects as assigned

Qualifications:

- High School Diploma required/some college level work preferred
- 1-2+ years of administrative, operations, or event management experience preferred
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities simultaneously
- High attention to detail and accuracy
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Experience with budgeting, invoicing and accounting processes is a plus
- Excellent telephone and personal communication skills are required. Ability to shift quickly and frequently among multiple projects while maintaining a professional, pleasant attitude
- Ability to work independently while collaborating effectively with a team

Characteristics:

- Team-first mindset
- Positive, can-do attitude
- Professional demeanor with the ability to work with Salesmanship Club volunteers, tournament sponsors, tournament vendors, and fellow staff members with equal success. Flexibility in working with several different personalities and management styles
- Willingness to work extended hours, evenings, and weekends as tournament preparations require

Physical Requirements:

- Occasionally adjusting or moving objects up to 50 pounds in all directions
- Ability to work outdoors during tournament operations in varying weather conditions
- Ability to work weekends for a period of approximately two months leading into and through completion of the tournament

The ideal candidate will exhibit Salesmanship Club Charitable Golf of Dallas' core values:

Excellence, Agility, Hospitality, Collaboration and Innovation

Employment Details:

- This is a full-time, limited-term position expected to last approximately 12 months, with the possibility of extension based on organizational needs
- Full-time schedule with increases hours leading up to event week
- Office based in McKinney with occasional trips to South Dallas school

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Allie Smith

Director of Tournament Operations

asmith@salesmanshipclub.org

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement
No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation