



### **2024 USGA P.J. BOATWRIGHT, JR. INTERNSHIP**

**JOB TITLE:** USGA P.J. Boatwright, Jr. Internship  
**STATUS:** Internship (MGA – Championship)  
**DURATION:** 3 months  
**START DATE:** June 2024 – August 2024 (Flexible)

**JOB SUMMARY:** Funded through a grant from the United States Golf Association, the P.J. Boatwright, Jr. Internship is tailored to prepare a qualified intern for a career in golf administration. We are seeking a 3-month intern to assist the office staff with the daily operations of the organization with a major focus on championship administration. This position will provide support at golf championships throughout the fast-paced tournament season. Employee must be dependable, hardworking, and have a basic knowledge of golf. Long hours and weekend work will be expected.

#### **DUTIES/RESPONSIBILITIES:**

- Answer telephone and direct calls appropriately; take detailed messages as needed
- Process online registration and payments through Tournament Software
- Assist Championship staff with all player pre and post tournament correspondence.
- Assist with Marketing and Promotion creation via social media and website graphics.

#### **CHAMPIONSHIPS:**

- Assist in the organization and administration of tournaments.
- Assist with setup/breakdown and on-course needs of the full time staff as well as member interaction
- Support all projects and activities of the Championship Department.
- Recieve on-site experience during Association tournaments including site preparation, course marking, & tourn. setup

#### **REQUIREMENTS**

- Effective verbal and written communication skills
- Excellent telephone skills
- Ability to work in a team environment
- Proficient computer experience with Microsoft Office products as well as Media Software (photoshop, InDesign, etc)
- Ability to take directions
- Dependable

#### **COMPENSATION/BENEFITS:**

- Paid Internship
- Association Travel Expenses Covered by Association
- Staff clothing

#### **SEND RESUMES TO:**

Mississippi Golf Association  
Attn: Carter Page, Executive Director  
400 Clubhouse Drive  
Pearl, MS 39208  
carter@missgolf.org