



2024 USGA P.J. BOATWRIGHT, JR. INTERNSHIP

JOB TITLE: USGA P.J. Boatwright, Jr. Internship
STATUS: Internship (MGA – Championship & Communications/Marketing)
DURATION: 6 months
START DATE: June 2024 – November 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 6-month intern to assist the office staff with the daily operations of the organization with a major focus being marketing and event advertising. This position will also provide support at some golf championships throughout the later part of the tournament season. The ideal candidate will be comfortable answering phones, dependable, hardworking, and have a basic knowledge of Microsoft Office programs.

DUTIES/RESPONSIBILITIES:

- Answer telephone and direct calls appropriately; take detailed messages as needed
- Process online registration and payments
- Elevate Association Visibility on Social Media Platforms
- Assist with Mississippi Golf Association with Marketing & Promotion of Championships and Member Club Events
- Miscellaneous other duties as assigned or requested

CHAMPIONSHIPS:

- Attend championship events
- Assist with setup/breakdown and on-course needs of the full time staff as well as member interaction
- Provide assistance with registration needs using BlueGolf Tournament Software

REQUIREMENTS

- Effective verbal and written communication skills
- Proactive Work Ethic
- 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