



EMPLOYMENT NOTICE  
MISSISSIPPI GOLF ASSOCIATION – JACKSON, MS

**JOB TITLE:** Manager, Tournament Operations & Course Rating  
**STATUS:** Regular Full-Time Employee  
**REPORTS TO:** MGA Executive Director  
**AVAILABLE:** Open until filled

**JOB SUMMARY:** The Mississippi Golf Association (MGA) seeks an individual with interest in golf tournament administration/marketing and course rating who can conduct/market golf competitions at the highest level as well as manage and maintain our Member Club Course Rating schedule. Interested applicants should have experience in golf course marking, golf course setup, tournament software, and working knowledge of the USGA Rules of Golf and Course Rating System. Candidates should have extensive knowledge of the game with competitive experience being a plus. This position involves travel throughout Mississippi, long hours, and some weekends. Applicant should possess excellent organization skills, attention to detail, and most importantly the ability to work and communicate in a team environment.

**QUALIFICATIONS & REQUIREMENTS INCLUDE:**

- College degree or equivalent working experience
- Highly organized, disciplined, and dependable. Punctual with the ability to work long hours
- Excellent written and verbal communication skills including public speaking
- Excellent computer software skills including Microsoft Office, Adobe, & photo/video editing software.
- Proactive and team oriented, motivated by success of Association
- Strong knowledge of USGA Core Services provided to member clubs: Rules of Golf, GHIN Handicapping, Course & Slope Rating, Tournament Software
- Good driving record

**RESPONSIBILITIES TO INCLUDE:**

- Assist Tournament Director with Administration and Marketing of Championships and Sanctioned Events.
- Championship Operations including golf course setup, administration of events, and post event follow up.
- Serve as OIC at several MGA Single Day Events, Sanctioned Events, and USGA Qualifying events.
- Assist with promotion of the MGA and MJGA Championships & Events through website and social media.
- Manage the MGA Course Rating Department and Course Rating Volunteer Database while conducting yearly course ratings based on schedule.

**COMPENSATION PACKAGE:**

- Salary commensurate with experience and qualifications
- Health Insurance 90% covered by Association for employee (Medical, Dental, and Vision) after 90 days.
- Paid travel expenses & Association clothing provided
- Cell Phone Stipend
- Paid personal time

**SEND RESUMES TO:** Carter Page – Executive Director  
400 Clubhouse Dr  
Pearl, MS 39208  
[carter@missgolf.org](mailto:carter@missgolf.org)