



Women's Metropolitan Golf Association

POSITION: USGA P.J. Boatwright, Jr. Internship

PERIOD: 9 Months, May 2019 - January 2020

LOCATION: Elmsford, New York (25 minutes from New York City)

JOB DESCRIPTION: This 9 month internship involves exposure to all aspects of golf administration. It includes but is not limited to: Membership services, handicap inquiries, course rating, communications, social media, tournament management, junior golf, other youth program initiatives, website content input, and general office administration.

REQUIREMENTS:

- An individual that has a keen interest in golf administration, is self-motivated, personable, and willing to work flexible hours
- Self-starter who takes initiative with a strong work-ethic, professionalism and unquestionable integrity
- Extensive knowledge of Microsoft Office programs (Word, Excel, PowerPoint)
- Strong communication, written and organizational skills – website, social media
- Capable to work in a fast paces environment and with all ages, from seniors to juniors
- Knowledge of golf and golf terminology preferred
- Reliable transportation required for travel within the New York metropolitan area

BENEFITS:

- Stipend of \$2,000/month gross plus job-related expenses

HOUSING &

TRANSPORTATION: The Intern must arrange for housing in the Metropolitan area and provide own automobile transportation. The Intern will be reimbursed for all related expense when traveling on WMGA business and reimbursed for the use of personal automobile while on official business.

DEADLINE to APPLY: **Open until Filled**

SEND RESUME TO: Jen Browne, Tournament Manager
Women's Metropolitan Golf Association
49 Knollwood Road
Elmsford, NY 10523
EMAIL: jbrowne@wmga.com

Please submit resume, cover letter and list of a minimum of two references.

For more information on the Women's Metropolitan Golf Association, please visit our website at www.wmga.com.