



# Women's Metropolitan Golf Association

**POSITION:** WMGA Internship

**PERIOD:** 9 Months, beginning April 2022 - May 2022 (flexible start date)

**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 not limited to: membership services, handicap inquiries, course rating communications, social media, tournament management, junior golf, other youth program initiatives, website contact input, Foundation support and general office administration.

**RESPONSIBILITIES:**

- Perform administrative tasks and work assistance to the Tournament Manager in executing WMGA tournaments
- Perform and coordinate activities as directed in various aspects of golf administration including tournament preparation, tournament execution and other general office administration
- Work with Board members and office staff on assignments or projects that enable the development and deployment of the WMGA mission and strategic plans
- Coordinate and prepare marketing and communications materials for distribution
  - Support Foundation activities including administrative tasks

**KEY QUALITIES:**

- Demonstrate teamwork skills to be able to gain the respect of and to lead office staff and volunteers
- Organized, with the ability to understand clear priorities and coordinate with staff and volunteers
- Ability to prepare clear and concise written reports and communicate clearly, one-on-one or with large groups
- Ability to work with Board members to implement vision and obtain long-term strategic plans
- Exhibit self-initiative and work in a well organized and competent manner
- Passion for golf and golf administration, love of the game
- Desire to ensure continued relevance of junior girls and women's amateur golf and long-term sustainability of the organization
- Desire to broaden the membership base, diversify and strengthen revenue profile
- Familiarity with sports industry and non-profits a plus

**REQUIREMENTS:**

- High School degree
- A basic understanding of sports industry, knowledge in golf administration and/or directing tournaments a plus
- Experience working in a small office, service oriented environment
- Strong computer skills including Microsoft Office programs (Word, Excel, PowerPoint), Adobe along with Social Media vehicles (Facebook, Twitter, Instagram, Hootsuite) and CRM tools such as MailChimp and Survey Monkey
- Knowledge of Golf Genius a plus

**BENEFITS:** Stipend of \$2,400/month gross plus job-related expenses. This internship will be administered by the MGA (Metropolitan Golf Association) and the employee must comply with all MGA policies and training.

**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:** Sarah Niemeier, Executive Director  
Women's Metropolitan Golf Association  
49 Knollwood Road, Elmsford, NY 10523  
EMAIL: [executivedirector@wmga.com](mailto:executivedirector@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](http://www.wmga.com).