



Women's Metropolitan Golf Association

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

PERIOD: 12 Months, to be filled immediately

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

JOB DESCRIPTION: This 12-month internship involves exposure to all aspects of golf administration. It includes but is not limited to: Membership services, handicap inquiries and support, course rating, communications, social media, tournament management, junior golf, other youth program initiatives, website maintenance, membership services and general office administration. The intern will work directly in tournament administration April – October and in the WMGA office during the off season.

REQUIREMENTS:

- An individual that has a keen interest in golf administration, is self-motivated, personable, and willing to work flexible hours
- Knowledge of Microsoft Office programs (Word, Excel, PowerPoint)
- Strong communication, written and organizational skills – website, social media
- Desire to work 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 \$1,875 per month (\$22,500 total) gross plus job-related expenses
- Attend USGA P.J. Boatwright internship orientation

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: April 1, 2017

SEND RESUME TO: Sarah Relyea, Director of Operations
Women's Metropolitan Golf Association
49 Knollwood Road
Elmsford, NY 10523
EMAIL: srelyea@wmga.com

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

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