POSITION: 2020 USGA P.J. Boatwright Internship (Women’s Golf)

TERM OF INTERNSHIP: Six (6) Months; May-October, 2020

JOB DESCRIPTION: The Arkansas State Golf Association (ASGA) is looking for a well-rounded individual to fill a 6-month internship in golf administration, with a focus on our Women’s Golf Division. The primary responsibilities include assisting the Arkansas State Golf Association staff in coordinating State Championships for Men, Women, and Juniors; Assist with USGA qualifying; and other ASGA membership and service programs.

DAILY ACTIVITIES: Primary responsibilities include but are not limited to: championship administration, photography, video footage, conducting interviews, writing and distributing news/press releases, updating ASGA website, data entry, mailings, course site visits, and tournament set-up. Interns will be trained in use of USGA Tournament Management (USGA TM), GHIN, and additional facets of golf administration. Please note that this position requires long hours during championship days as well as occasional work on weekends. This intern will work closely with the ASGA Women’s Committee.

REQUIREMENTS:
- College degree (completed or in process)
- Willingness to work in a team-oriented structure with emphasis on customer service
- Willingness to travel within the state, must have reliable form of transportation
- Excellent communications and public relations skills
- Outstanding writing and editing skills
- Experience in photography, video, social media, and related programs preferred
- A person with a strong work ethic that is self-motivated
- Planning a career in sports administration or related field
- Golf background or strong interest in golf preferred
- Strong computer skills

BENEFITS:
- Salaried Position, approx. $2,000.00 per month
- ASGA Staff apparel provided as well as other compensation for job related expenses
- Full Membership to Eagle Hill G&AC throughout the duration of the internship

DEADLINE TO APPLY: March 15, 2020 or until the positions are filled

EMAIL (Subject: Internship – Women’s Golf) COVER LETTER AND RESUME TO:
Bryant Fortin, ASGA Director of Women’s Golf (Bryant@asga.org)

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