Internship Opportunity

POSITION: USGA P.J. Boatwright Jr. Internship – MGA Foundation

START AND END DATES: May 2020 – September 2020 (5 Month)

JOB DESCRIPTION: The MGA is seeking an intern to provide support for all MGA Foundation (MGAF) activities and events. These include but are not limited to administration of our GOLFWORKS student intern program, junior tournaments, operations at First Tee sites and junior clinics, as well as maintaining Foundation website content, writing and editing Foundation newsletters and creating participant profiles.

RESPONSIBILITIES:
- Assist in administration of GOLFWORKS Student Intern Program, including payroll and database maintenance
- Assist with preparation, planning and execution of MGAF Junior Championships and MGA Youth Clinics
- Provide general clerical support to MGAF and MGA staff
- Write and edit articles for Foundation newsletter and website
- Collect and create GOLFWORKS participant profiles and content for our Facebook page

REQUIREMENTS:
- Access to an automobile
- Ability to travel in the Tri-State area
- Strong communication skills (written, verbal, telephone), public relations and organizational skills
- Willingness to work in a fast-paced and team-oriented structure
- Advanced computer skills (Microsoft Access, Word, Excel, and database programs)
- Knowledge of golf and golf terminology preferred

BENEFITS:
- Salary – $2,000/month stipend, plus job-related expenses
- P.J. Boatwright Intern Orientation conducted by the USGA
- MGA Staff apparel and uniforms

SEND COVER LETTER AND RESUME TO: Louis Cutolo, Foundation Manager
Metropolitan Golf Association
49 Knollwood Road
Elmsford, NY 10523
lcutolo@mgagolf.org
Phone: (914) 914-909-4838 Fax: (914) 347-3437

ABOUT THE MGA FOUNDATION: The mission of the MGA Foundation is to build a foundation for the future of golf by bringing the values and traditions of the game to a new generation of golfers through innovative programs aimed at underprivileged youth, junior golfers and the physically disabled. Since its founding in 1991, MGA Foundation programs have impacted thousands of young people through caddie academies, the GOLFWORKS student internship program, The First Tee of Metropolitan New York and junior competitions.