



Minnesota Golf Association, Inc.
Job Posting
USGA/MGA P.J. Boatwright, Jr. Internship



Opportunity: Operations Internship

Reports to: MGA Assistant Executive Director

Objective: An excellent opportunity to gain hands-on experience with internal golf association procedures and day-to-day financial operations for individuals who are interested in pursuing a career in golf administration, particularly those seeking to specialize in internal golf association responsibilities

Requirements:

- Strong attention to detail
- Interest in learning about and assisting with day-to-day accounting processes
- Some experience with Microsoft Excel and a basic understanding of accounting is helpful
- Excellent organizational, time-management and problem-solving skills
- Strong written and verbal communication skills
- Ability and willingness to work in an office environment independently and as part of a team
- Not a professional golfer, per eligibility requirements of the internship program

General Duties:

- Assist Assistant Executive Director in a wide range of areas including general office administration, human resources, technology and benefits administration
- Support accounting department with daily projects including accounts receivable, accounts payable, billing, and month-end processing
- Assist with on-site operation of MGA events and championships as needed and as primary duties allow
- Provide support to other MGA departments as apparent or assigned

Compensation: \$15 per hour. Eligible for overtime after 40 hours per week.

Hours: Flexible working hours depending on candidate's availability, with opportunity for part-time or full-time employment. Standard weekday hours: 8:30 a.m.–4:30 p.m.

Employment: Employment period will be May/June through August/September. Start and end dates are flexible depending on candidate's availability.

Deadline: Applications accepted until January 31, 2026.

To Apply: Go to mngolf.org/employment.

Questions: Contact Lisa Overom, Assistant Executive Director (lisa@mngolf.org).