



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



Opportunity: Women's Championships and Team Minnesota Internship

Reports to: MGA Women's Golf Manager

Objective: A comprehensive introduction and extensive training experience for individuals who are interested in pursuing a career in golf administration and tournament operations.

Requirements:

- Not a professional golfer
- Golf experience/knowledge required
- Competitive golf experience preferred
- Strong attention to detail
- Excellent organizational, time-management and problem-solving skills
- Ability to learn job-related computer programs
- Strong knowledge of Microsoft Office 365 programs
- Excellent communication skills including email, text and telephone communications
- Ability and willingness to work independently and as part of a team
- Good typing, filing and penmanship skills
- Ability and willingness to travel including overnight and some weekends
- Access to reliable transportation for traveling to tournaments weekly
- Ability to lift and carry up to 50 pounds

General Duties:

- Assist with on-site operations for Women's Championships and USGA Qualifying events
- Assist in the administration of the MGA championship program
- Assist in golf course and site preparation
- Assist Tournament Manager with Player Points, trophies, and other materials
- Provide on-site coordination of players and volunteers
- Promote MGA programs and services
- Assist with the United States National Development Program and Team Minnesota
- Assist in providing/producing content for the MGA website and social media channels
- Provide support to other MGA departments as assigned

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

Hours: Full-time. Typical weekday hours: 8:30 a.m. – 4:30 p.m., with the opportunity for overtime and/or early morning and late evening hours which may include travel (requiring overnights) during the tournament season.

Employment: Employment period will be April/May through September/October. Start and end dates are flexible depending on school schedule (if applicable).

Location: This position does not have a fixed work location; rather, it will require travel to different work sites.

Deadline: Applications accepted until January 31, 2026.

To Apply: Go to mngolf.org/employment

Questions: Contact Holly Noble, Women's Golf Manager, (holly@mngolf.org)