2014 USGA P.J. Boatwright Internship

Two (2) Intern Positions Available: One (1) in Dallas and one (1) in Houston. Please indicate in your cover letter if you have preference of Dallas or Houston office.

Term of Internship: 8 months, beginning early 2014.

Report To: 
Dallas Intern  Ryan Finn, Director of Rules and Competitions
Houston Intern  John Cochran, Regional Coordinator – South Texas

JOB DESCRIPTION
This is an 8 month long internship to provide exposure to all aspects of golf administration. The position will provide a wide range of experiences for an individual that plans to pursue a career in golf administration. The primary responsibilities include: Assisting the Texas Golf Association staff in coordinating State and Regional Championships; Assisting the Tournament Manager with statewide League Play; Assist with TGA and USGA qualifiers; Course Ratings; Media Relations and website maintenance; and other TGA sponsored membership and service programs.

Daily Activities: Include but not limited to Tournament Administration, data entry, mailings, course site visits, photography, writing and distributing media releases, updating TGA website, and tournament set-up. Interns will be trained in rules, course rating, and handicapping, and will assist staff members in each of these areas. Interns will also have general office responsibilities, along with research and development of new initiatives.

REQUIREMENTS

- College degree (completed or in process)
- Willingness to work in fast pace and team-oriented structure with emphasis on customer service
- Willingness to travel within the state
- A person with a strong work ethic that is self-motivated
- Excellent communications and public relations skills
- Experience in photography, social media, and related programs
- Planning a career in sports administration or related field
- Golf background or strong interest in golf
- Strong computer skills, including MS Office and Internet

BENEFITS

- $2000 per month (hourly employee), based on 40 hour work week.
- Limited access to TGA affiliated golf courses for playing/practice
- TGA Staff apparel and uniforms

Deadline to Apply: Will remain open until positions are filled.

Send Resume and Cover Letter To:  Texas Golf Association
Attn: Kelly Rose
2909 Cole Ave, Suite 305
Dallas, TX 75204
krose@txga.org

Please indicate in your cover letter if you have a preference of Dallas or Houston office.