



Women's Golf Association of Massachusetts

WILLIAM F. CONNELL GOLF HOUSE AND MUSEUM

300 ARNOLD PALMER BOULEVARD, NORTON, MASSACHUSETTS 02766

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Email: info@wgam.org Web site: www.wgam.org

The WGAM is looking for the next PJ Boatwright Intern. This is a 10 month-long (40 weeks) paid internship, beginning in May or June 2017 which will give the right individual a unique opportunity to learn the process of conducting multiple golf tournaments for women and juniors while supporting our Board of Directors, Executive Director and Administrative Assistant in the office.

As a Boatwright Intern you should have some experience in golf. You are expected to have a professional demeanor as well as a working knowledge of Microsoft Office applications, including: Word, Excel, InDesign and PowerPoint. In the process of tournament management, you will use some specialized tournament software programs. Experience with promotion through the use of social media would be an advantage. Applicants should have a vehicle and will be expected to drive to events within the state of Massachusetts. The WGAM will reimburse for this travel.

Duties include:

Preparing for approximately 25 tournaments and programs over the course of the season by:

- Registering golfers, preparing scoreboards, scorecards, pairings, etc.
- Assisting on site through entering & verifying scores and photographing the events and interacting with members and volunteers.
- Website maintenance: adding photo albums, updating event information as well as other work with social media.
- Updating both individual and club memberships throughout the year
- Editing organization materials: Blue Book and Junior Blue Book
- General clerical duties within the scope of the WGAM office functions

Past Boatwright interns have gone on to jobs throughout the golf industry. This is a unique opportunity to be paid while learning specialized marketable skills. Golf professionals, USGA employees and prior internship recipients are not eligible. Successful applicant will have the opportunity to attend orientation which is run by the USGA in New Jersey.

If interested, please forward a resume and cover letter via email to:

Cathleen Beach
Executive Director
Women's Golf Association of Massachusetts
E-mail: CathleenBeach@wgam.org

Applications accepted through Friday, March 10, 2017