

# MSGA Marketing & Member Services

## 2023 P.J. Boatwright Jr. Internship



**Start Date:** Spring 2023. Flexible start date depending on candidate schedule.

**Length of Internship:** Four months with a preferred start in April/May 2023.

**Location of Internship and Travel:** The MSGA offices are located in Helena, Montana. Interns will have the opportunity to work in-office and in a remote office environment. The MSGA conducts six championships and multiple qualifiers across the state of Montana. The intern shall be expected to travel and attend these events during the summer unless a pre-approved absence is provided by organizational leadership.

**About the Internship:** In 1991, the USGA established the P.J. Boatwright Jr. Internship Program. This program is designed to give experience to individuals who are interested in pursuing a career in golf administration, while assisting state and regional golf associations in the promotion of amateur golf, on a short-term, entry level basis. Interns are not required to be enrolled in higher education institutions as long as they are available to perform the duties and adhere to the association's intern timeline.

**About the Montana State Golf Association:** The MSGA is a 501(c)(3) not-for-profit organization. Founded in 1917, the MSGA's purpose is to serve the game of golf in Montana. More specifically, the MSGA promotes, protects and grows the game of golf in Montana by providing amateur competitions, educational opportunities, technical support and benefits to golfers and golf clubs across the state of Montana.

**Internship Description and Duties:** The MSGA with support from the USGA offers a four-month internship to encourage interested individuals in acquiring a broad, valuable educational experience in golf administration. The principal duties of the internship are listed below:

- Assist with the planning and implementation of member benefits as the MSGA expands the offerings to its members.
- In conjunction with communication staff, develop materials and promote the MSGA Membership via online content, educational promotions. Examples include how-to videos for various aspects of tournaments, volunteer portal etc.
- Provide support for promotion of MSGA Membership Drives through partnership with member clubs, member-day events.
- Development of collateral related to tournaments, membership, volunteer solicitation and fundraising efforts.
- Assist with incorporating partner/sponsor material and evaluating inbound requests for member benefits.
- Coordinate promoted social media efforts and explore advertising campaigns in conjunction with the Executive Director.

Montana State Golf Association PO Box 4306  
(MSGA) Helena, MT 59604

[www.msgagolf.org](http://www.msgagolf.org)  
800-628-3752

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Each candidate will bring diverse interests and backgrounds. The MSGA is committed to providing a well-rounded experience and offer opportunities to allow interns to focus in areas of interest beyond the listed duties to ensure a valuable experience.

## **Internship Expectations, Requirements and Eligibility:**

- Intern will report to MSGA executive staff in office or remote office settings.
- Willingness to travel throughout the state of Montana and work early mornings and late evenings during applicable tournaments. Some weekend work will be required during tournaments.
- Commitment to representing the MSGA in a professional and courteous manner.
- Proficiency with technology is a plus (Microsoft Office Suite, database software, social media platforms etc.) willingness to learn new software where applicable.
- Interest in learning about various aspects of golf is a must. Prior golf playing background is not required.
- USGA employees and relatives, USGA committee member or relatives are not eligible.
- PGA professionals/apprentices are not eligible.

**Required Application Materials:** All candidates must submit one document (preferably PDF) with resume, cover letter and up to three professional references.

Please email application materials to [nick@msgagolf.org](mailto:nick@msgagolf.org)

**Questions:** Please direct any questions to [nick@msgagolf.org](mailto:nick@msgagolf.org)