



## Employment Opportunity

The Oregon Golf Association (OGA) is a 501(c)(6) non-profit membership association. Founded in 1924, the OGA was initially established to conduct the Oregon Amateur Championship. Since its founding more than 90 years ago, the OGA has expanded its efforts to tirelessly promote, foster, and grow the game of golf, providing a multitude of benefits and services to 50,000+ members and 300-member golf clubs throughout Oregon and Southwest Washington.

**Position:** P.J. Boatwright, Jr. Internship (Funded in part through a grant from the United States Golf Association)

**Status:** Championships (9-month position): Must be available for work between March of 2023 through December of 2023. Dates of internship beginning/ending negotiable. Position open until filled.

**Position Summary:** To offer a comprehensive introduction and extensive training experience for a qualified intern preparing for a career in golf administration.

### Responsibilities

The P.J. Boatwright, Jr. Intern will work primarily with OGA's Competitions Department, with additional departmental exposure to the Oregon Golf Association including Oregon Junior Golf events, Handicapping and Course Rating, Communications and Marketing, and Member/Club Relations and Development.

**Primary Areas of Responsibility (include but not limited to)** OGA Competitions Department:

- Assist with operations of all Championship events and USGA Qualifiers operated by the OGA.
- General tournament set-up and preparation including drafting local rules, player eligibility and membership.
- Golf course marking and set-up including equipment set-up and tear-down.
- Tournament operational responsibilities as required to ensure tournaments run effectively and efficiently.
- Volunteer support and coordination.
- Communication with players on and off the course via e-mail and phone correspondence.
- Frequent use of the tournament software, Golf Genius TM product.
- Monitoring equipment inventory, maintenance, and replenishment.
- Social media which includes event recaps and creative design work.
- Create newsletter with results, recaps, and photos from the season.
- Attend the USGA Intern Orientation in New Jersey in May 2023.
- Duties include course marking, event set-up, drafting local rules, entry flow, player eligibility and membership, event recaps and pre-administration.
- This position will have significant interaction with players and volunteers on the course, via e-mail and phone.

- This position will also include working with the OGA Tour by providing administrative support.

### **Secondary Areas of Responsibility**

- Handicapping and Course Rating: Expected to accompany the Manager of Course Rating on a course rating trip. Intern will receive exposure to GHIN, membership & the administration of the USGA Handicap System.
- Oregon Junior Golf: Assist with operations of Oregon Junior Golf events and USGA Qualifiers operated by Oregon Junior Golf. Duties include course marking, event set-up, drafting local rules, entry flow, player eligibility and membership, event recaps and pre-administration of sanctioned events with regional courses and clubs.
- Communications and Marketing: Will assist with media (photographing and writing) coverage for tournaments and will be expected to update the association website and social media sites. The intern will help maintain data in the association CRM. If experienced, graphic design duties may be assigned.
- General Association Support: Provide support to all staff including, but not limited to, answering phones, processing mailers, operating various office equipment.

### **Qualifications**

- A college degree (completed or in progress) preferred but not required.
- Applicants must have a high interest in golf administration, be self-motivated, personable, willing to work flexible hours, and possess strong verbal and written communication and organizational skills.
- Proficiency in MS Office is essential.
- Golf background is helpful, but not required.
- USGA employees, USGA committee members, OGA employees or board members, as well as relatives of all the aforementioned individuals are not eligible for the internship program.
- Must be an amateur golfer. PGM Students are eligible. PGA professionals/apprentices are ineligible.

### **Work Schedule**

- Monday to Friday, 8:30 am-5 pm, with some nights and weekends required.

### **Travel**

- This position requires some overnight travel.

### **EOE/DFW**

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

### **Compensation/ Benefits**

- Monthly salary that is to be determined w/overtime.
- Paid holidays during internship.
- Complimentary golf at the OGA Golf Course; food & merchandise discounts at the OGA Golf Course.
- Expenses on work related travel covered.

- Opportunity to learn and be introduced to golf administration at one of the largest geographic golf associations in the country.

**Email Resume and Cover Letter to:**

Brent Whittaker, Senior Director of Tournament Operations

[bwhittaker@oga.org](mailto:bwhittaker@oga.org)