



## USGA Boatwright Fellowship with AZ GOLF

### Job Purpose

The PJ Boatwright Program was created by the United States Golf Association to provide an opportunity for individuals interested in seeking a career in golf administration. The AZ GOLF Fellowship is an 18-month internship where the individual will have an opportunity to engage with all departments as part of the program. The Fellow will contribute to the organization's success while receiving real-time learning experiences. This program is intended to cultivate aspiring golf administrators to become more well-rounded and educated on the golf industry.

### Duties and Responsibilities

The Fellow will work on a wide range of organizational projects, events, and initiatives on behalf of the executive leadership. This individual is responsible for carrying out high level tasks from initiation to completion and effectively communicating with staff and other constituents.

- Strategic Planning
  - Ideation and Research: Support the team in the development stages, collect and analyze data, and help make informed decisions that are in line with the mission, vision, and values of the organization.
  - Tracking and Execution: Support the executive staff in the successful implementation of the new Strategic Plan.
  - Reporting: Create and present reports for staff and constituent groups illustrating progress and impact.
- Stakeholder Relations
  - Special Events: Project manage special Association events – venue booking, programming, budget management, RSVPs, etc.
  - State Junior Team Program: Help the Committee prepare for the launch of Team Arizona as part of the US National Development Program's State Team Program.
  - Golf House Relations: Coordinate collaborative efforts and areas of growth that allow for stronger relationships and understanding between allied organizations.
- Internal Operations
  - Research & Analysis: Create insights in identified areas of improvement through ongoing project based work
  - Operational Excellence: Support the creation and implementation of policies and processes that elevate the organization and to the benefit of the staff
- Executive Staff Exposure & Special Projects
  - Support Governance and Executive Committee Operations
  - Enhance AZ GOLF's Advocacy efforts in collaboration with the Arizona Alliance for Golf
  - Take on special projects as assigned by the Executive Director
- Department Support: Assist all departments and learn other aspects of the business
  - Championships: event operations, volunteer support, etc.
  - Marketing and Communications: social media, website updates, email communications, etc.
  - Member Services: outreach, growth initiatives, etc.
  - USGA Services: course rating, handicapping, etc.

## Knowledge, Skills, and Qualifications

- Completion of Bachelor's degree
- Minimum (1) year of work experience post completion of Bachelor's degree strongly preferred.
- Experience working in or with sports organizations or non-profit entities.
- Motivated to make a career in golf with a willingness to learn and take on new challenges.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills to work with diverse teams and stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic tech troubleshooting.
- Familiarity with the golf industry is a plus but not required.
- Ability to work independently and proactively address challenges.

## Working Conditions

- The position will follow a standard work week of Monday through Friday 8am-4pm. However, there may be a need to work weekends or varied hours as needed.
- This job operates in both a professional office environment and out in the field at golf courses around Arizona. Physical requirements include the ability to lift up to 25 pounds (e.g., office supplies, equipment).

## Benefits

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Profit share and Matching 401k
- Paid time off and holidays.
- Opportunity to work in a unique, mission-driven environment with a focus on golf and community impact.

## How to Apply:

Please submit your resume and a cover letter detailing your relevant experience and what this Fellowship would mean for your career to [catherine@azgolf.org](mailto:catherine@azgolf.org). Applications are due by May 2, 2025.

Individuals with prior PJ Boatwright Internship experience are encouraged to apply.

**At AZ Golf, we believe that fostering respect and inclusion empowers individuals to unlock their creativity, innovation, and success. We're dedicated to advancing our company and the sport by embracing diversity and inclusivity at every level.**