



2025 P.J. Boatwright, Jr. Internships - Mass Golf

Purpose: To provide a comprehensive introduction and training experience for qualified interns to prepare for a career in golf administration.

Term of Internship(s): Multiple internships are available; please see each department description and length of internship(s).

Location: Interns will be based at Mass Golf headquarters in Norton and will travel within the state (potential for limited travel throughout New England area).

Qualifications: Varies by position. Please click on the application links to learn about each internship's qualifications. Not eligible for consideration are Mass Golf/USGA employees, officials, their relatives, or past USGA grant recipients.

Compensation: This is a paid internship.

Housing & Transportation: Intern must arrange for housing in the Massachusetts area and provide their own reliable automotive transportation. Intern will be reimbursed for all related expenses when traveling on Mass Golf business and reimbursed for the use of their personal automobile according to the Mass Golf Reimbursement Policy.

Office Attire: Intern will be expected to wear casual, neat, business-type attire for all office responsibilities. Mass Golf attire will be supplied for event/on-site work.

To Apply: Please contact the name/email address listed in red for each specific internship posting. Candidates are encouraged to apply for more than one internship, if interested.

Mass Golf and the United States Golf Association are Equal Opportunity Employers.

Member Services, Tournaments & Events

Internship Available: One, 3 month

Contact: Jenna Walkiewicz – Assistant Director of Member Services – jwalkiewicz@massgolf.org

Internship Available: One, 6 month

Contact: Jen Morahan – Manager of Women's Events – jmorahan@massgolf.org

- Integral part of organizing and administrating women's, mixed and parent child tournaments and member days.
- Highly immersed w/ statewide inter-club team match administration and player development events.
- Administrate online registrations, player support and communication support.
- Prepares pre-event materials and communications within established deadlines.
- Management and care for all event related equipment and supplies.
- Performs on-site tournament duties including but not limited to course and infrastructure set-up, registration, starting, monitoring pace of play, and scoring.
- Develops proficiency in the use of Golf Genius.
- Support and assists with general operations and projects as they relate to all Member Service offerings and programs. This includes, but is not limited to, updating the Mass Golf website and database, and utilizing data analytics to support membership growth.
- Additional opportunities to assist in interdepartmental events, including championships, course ratings and The First Tee programming.

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Championships, Tournaments & Events

Internship(s) Available: Multiple 3 - 6 month internships available (Flexible start/end date within April – September timeframe)

Contact: Greg Howell – Assistant Director of Rules & Competitions – ghowell@massgolf.org

- Support in the organization and administration of championships, tournaments, women's events, mixed events, junior events, and player development events. This includes Mass Golf, New England Golf Association, and United States Golf Association sponsored events.
 - Pre-event assistance with the processing of entries, website updating/maintenance and player communication.
 - Preparation of event materials, including but not limited to; Player Info sheets, Tee/Alpha sheets, Local Rules & Hole Location sheets, Scorecards and Pace of Play sheets.
- Provide on-site support for all events:
 - Site preparation; including but not limited to course marking, course setup and event infrastructure (tents, signage, scoreboards, hydration stations, etc.).
 - Management and care for all event related equipment and supplies.
 - Works closely with host club staff, volunteers, and rules officials prior to and during events.
- Assist with data entry, championship and tournament real-time scoring (Golf Genius Software).
- Develops proficiency in the use of Golf Genius Software.
- Support and assists with general operations and projects as they relate to all Mass Golf, New England Golf Association and United States Golf Association offerings and programs.
- This role balances office days (25%), days on-site at a golf course at events (50%), and days at both a golf course and office (25%).

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Communications

Internship Available: One, 3 month

Contact: Stephen Hanjack – Director of Marketing & Communications – shanjack@massgolf.org

- Provide event coverage in both written and digital form, including but not limited to: pre-event stories/media materials, special interviews, daily updates, and post event recaps.
- Use of AP Style for recaps, newsletter, website, and publication stories.
- Assist with on-site posting of content to web sites, photo galleries and social media platforms.
- Willingness to expand knowledge of the game of golf through storytelling abilities.
- Basic working knowledge of WordPress and the Adobe Suite.
- Assist with research, writing, fact checking, and proofing of newsletters, website, and publication stories.
- Responsible for pitching and developing unique content (videos, blogs, written stories).
- Assist with graphic updating, editing and creation.
- Help build historical archives of stories, photos, and videos.
- Effectively collaborate in a team environment, showcase good work ethic and self-discipline

Relevant Interests: sports journalism content & development, researching and historically archiving golf data, consumer of sports media & publications, interest in expanding skills in digital media landscape of storytelling.

This position requires travel throughout the state and other areas within New England. Event coverage and video shoots often take place during non-traditional hours.

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Marketing and Video

Internship Available: One, 3 month

Contact: Stephen Hanjack – Director of Marketing & Communications – shanjack@massgolf.org

- Support staff in the creation of video content and digital features during Mass Golf events.
- Produce content for special features inclusive of photo, video, and drone footage.
- Assist with on-site posting of content to web sites, photo galleries and social media platforms.
- Assist with filming, editing, and updating video & graphic content at select events.
- Help build awareness for Mass Golfers about ways Courses & Clubs have a positive impact beyond golf.
- Willingness to expand knowledge of the game of golf through storytelling abilities.
- Stay on top of trends and analyze audience behaviors on social media.
- Support editorial for newsletters, website, and publication.
- Examine analytics of Mass Golf's owned assets to identify optimization opportunities.
- Basic working knowledge of WordPress, Adobe Suite, and Meta Business.
- Basic understanding of how to operate a camera, lighting, and audio equipment.
- Effectively collaborate in a team environment, showcase good work ethic and self-discipline

Relevant Interests: interested in social media trends and behaviors, experience or interest in sports storytelling techniques in a digital space, interest in video production.

This position requires travel throughout the state and other areas within New England. Event coverage and video shoots often take place during non-traditional hours.

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