



**USGA PJ Boatwright, Jr. Internship Program
Internship Opportunities in 2026
General Operations, Championships, and Communications**

USGA P.J. Boatwright, Jr. Internship – Washington Golf

The USGA P.J. Boatwright, Jr. Internship was created to inspire and provide opportunities for individuals interested in a career in golf administration. The program focuses on attracting and developing a diverse pipeline of future leaders while supporting Allied Golf Associations (AGAs) that administer the USGA’s core functions.

Washington Golf is offering multiple internship opportunities for 2026, providing a well-rounded experience in golf administration. Interns will gain hands-on exposure to the management of championships—both inside and outside the ropes—along with many other core services of the association. Washington Golf staff also administer operations for the Pacific Northwest Golf Association (PNGA).

About Washington Golf (WA Golf)

Washington Golf is dedicated to enriching lives through the many benefits of golf by leading, supporting, and promoting the sport throughout our region. Washington Golf has become one of the most significant amateur golf associations in the country, serving more than 99,000 individual members across 500+ golf clubs throughout Washington and Northern Idaho. Visit www.wagolf.org

About the Pacific Northwest Golf Association (PNGA)

The PNGA is a 501(c)(3) charitable, international amateur golf association committed to preserving the true spirit of golf. It supports member associations, conducts high-quality championships, and promotes initiatives that benefit golfers across the Pacific Northwest. For more than 125 years, the PNGA has been a pioneer in developing competitions and services for golfers. Its member associations collaborate to provide additional benefits to their shared membership. Visit www.thepnga.org

About the Associations

Washington Golf and the PNGA share a full-time staff of 19 members, led by a CEO/Executive Director, and are headquartered in Tacoma, Washington. Under the guidance of each association’s Board of Directors and standing committees, the staff manage the daily operations of both organizations. Together, they jointly own and operate The Home Course in DuPont, Washington, and oversee both the Washington Golf Foundation and the Pacific Coast Golf Association.

Internship Details

Association: Washington Golf and the Pacific Northwest Golf Association (PNGA)

Duration: Full-time; 3–6 months

Ultimate Supervisor: Troy Andrew, CEO & Executive Director

Immediate Supervisors: Shari Jacobson, Senior Director of Operations & Executive Support, and/or Nate Schroeder, Senior Director of Championships & Golf Operations

Location: Tacoma, Washington

General Duties

Perform duties and participate in activities related to all aspects of Washington Golf and PNGA's promotion and administration of amateur golf.

Specific Duties

Championship Administration

Under the direction of the Senior Director of Championships & Golf Operations:

- Assist in conducting Washington Golf and PNGA championships and USGA qualifiers (equipment setup and breakdown, course marking, starting, pace of play, scoring, social media, Rules of Golf, etc.).
- Support the preparation of Championship and Committee meetings.
- Assist with annual Player of the Year nominations and voting.

Pacific Northwest Golfer Magazine

Under the direction of the Director of Communications/Editor-in-Chief:

- Support the production of *Pacific Northwest Golfer* magazine (published quarterly).
- Conduct research, write and edit articles, gather photography, and assist with other editorial duties.

USGA Course & Slope Rating

Under the direction of the Assistant Director of Course Rating:

- Participate in course and slope rating visitations at member clubs.
- Assist with follow-up administration and documentation after visits.

Communications & Marketing

Under the direction of the Directors of Marketing and Communications:

- Assist with website updates, marketing materials, social media, and communications at championships.
- Support additional marketing and communication projects as assigned.

Membership Services

Under the direction of the Manager of Membership and Handicapping:

- Assist with membership outreach and administration.
- Support the Club Representative Program and perform other membership-related duties.

USGA Handicap System

Under the direction of the Manager of Membership and Handicapping:

- Help educate members on the USGA Handicap System and GHIN Services.
- Assist with preparation and delivery of educational handicap seminars and related administrative duties.

The Home Course Support

As needed, assist with operational tasks such as course marking, surveys, and errands related to association events and activities.

General Office Support

Assist all departments with administrative tasks such as mailings, phone coverage, errands, data updates, and general office projects.

Washington Golf Foundation

Support the Foundation with administrative and general office tasks as needed.

Pacific Coast Golf Association

Assist with preparation and hosting of the Pacific Coast Amateur Championship.

Requirements

- Demonstrated interest in golf administration
- Strong organizational and communication skills
- Proficiency with Microsoft Office (Word, Excel, Access, Outlook)
- Experience with HTML or website management is a plus
- Ability to work in a fast-paced environment and learn quickly
- Flexibility to work extended or irregular hours as needed

Compensation & Benefits

- **Pay:** \$17.13 per hour (full-time; eligible for overtime as needed)
- **Travel:** Work-related expenses (meals, mileage, etc.) covered by Washington Golf
- **Experience:** Valuable, hands-on exposure to golf administration and championship operations

To Apply

Email your resume and cover letter to:

Washington Golf

Attn: Shari Jacobson, Senior Director of Operations & Executive Support
sjacobson@wagolf.org