



AMERICAN JUNIOR GOLF ASSOCIATION

Purchasing Intern

The American Junior Golf Association is a 501(c)3 non-profit dedicated to the overall growth and development of young men and women who aspire to earn college golf scholarships through competitive junior golf.

The AJGA is committed to creating an engaging, safe, and inclusive environment. We welcome people from all backgrounds and believe in embracing diverse perspectives, we are better equipped to accomplish our mission of developing golf's next generation.

The backbone of the AJGA is its internship program and we are looking for talented and well-rounded applicants to serve as interns. The Purchasing department is responsible for working on a variety of purchasing aspects.

Job Responsibilities

- **Manage Storage and Inventory**
 - Oversee post-tournament items and storage
 - Oversee intern teams' inventory management for Purchasing items.
 - Assist with the collection, inventory, and organization of staff and intern uniforms, rain gear, and other equipment.
- **Invoice Processing and Financial Tracking**
 - Process and manage purchasing invoices using QuickBooks and Bill.com, submitting them for timely payment and ensuring accuracy.
 - Communicate with staff regarding their purchases, tracking outstanding payments and ensuring accurate financial reporting.
 - Conduct weekly purchasing audits, identifying discrepancies between QuickBooks entries and physical inventory. Report any issues or discrepancies to the Purchasing Manager and work to resolve them promptly.
 - Track and report tournament usage of various products such as awards, appreciation gifts, volunteer hats, and uniform items. Record these in QuickBooks and report to the Purchasing and Finance Departments as needed.
 - Manage the post-tournament ordering process for awards, handling documentation for additional items like ties or absentee recipients in Salesforce.
 - Assist with collecting feedback by creating and sending surveys to staff.
 - Run various reports as needed using excel.
- **Shipping and Supply Coordination**
 - Track mailing supply inventory, ensure organization, and report when restocking is needed.
 - Create clear shipping guides and resources to help staff minimize costs with efficient shipping practices.
 - Enter new class lists and event shipping addresses into CampusShip and WorldShip.
 - Support general basement organization by reducing clutter from delivered packages and ensuring items are accounted for and distributed appropriately.

Job Qualifications

- Basic golf knowledge is preferred, but not required
- Knowledge of Microsoft Office products (Word, Excel, Outlook)
- Knowledge of Quickbooks (Quicken) is a plus, but not required
- Exceptional customer service, communication, detail-oriented and public speaking skills
- Ability to work and communicate in a team and independently to prioritize tasks and meet deadlines
- Highly motivated, self-starter and willingness to take an active leadership role

Requirements

- Legally eligible to work in the U.S. without sponsorship
- Must either be working towards or achieved a Bachelor's Degree
- Communicate both verbally and in writing
- Ability to stand and/or sit for extended periods of time and/or lift equipment up to approximately 50 lbs

Details

- Internship Dates: May 11 – August 14, 2026* | **Subject to change based on need & candidate availability.*
- Interns will be compensated \$10/hr. Interns will work Monday – Friday from 8 a.m. – 5 p.m. (40 hrs/week).
- Interns will be required to work at National Headquarters (1980 Sports Club Drive, Braselton, GA 30517).
- Interns will be required to provide their own housing and transportation throughout employment.

To Apply

Please visit www.ajga.org/careers for all information. **Applications open December 1, 2025, and close February 9, 2026.** For any questions, contact Sydney Emmi, Manager, Recruiting (semmi@ajga.org).