



## USGA Boatwright Communications Intern

### Job Purpose

Reporting to the Director of Communications, the Communications Intern, whose salary is subsidized by the USGA, will assist in all aspects of association communications and outreach to our members and the Arizona community. The objective is to allow the Intern to utilize associated education in a real work environment and to add the advantage of hands-on golf association administration experience to that education. This position will provide a wide range of experiences and networking opportunities for any individual who is looking to further their career in marketing, communications and media as it pertains to golf and, in particular, amateur golf administration. Our goal with this position is to prepare the Intern for a long-term career promoting and/or administering the game of golf.

### Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cover and report on AGA events, including photography
- Interview players and write championship recaps during tournament season.
- Coordinate media and press related needs including event programs, media fact sheets, press releases, etc.
- Assist in drafting, editing and posting content for website (azgolf.org), newsletters, etc.
- Assist in management and content creation for the AGA's social media accounts (Facebook, Twitter, Instagram) with a goal of increasing engagement.
- Assist with video production and photography needs for association.
- Assist with media relations, tracking media coverage and updating of mailing lists.
- Sponsorship activation at events and analytic reports.
- Other duties assigned as necessary.

### Skills and Qualifications

- Excellent communication (written and verbal), content creation and public relations.
- Outstanding writing and editing skills, with ability to work under pressure and meet deadlines.
- Strong attention to detail.
- Knowledge and experience with social media platforms and reporting, especially Instagram, Twitter and Facebook.
- Working toward a degree in communications, marketing, advertising, public relations or sport management.
- Valid driver's license required. Willingness to travel and ability to drive company vehicles to tournaments.
- Willingness and ability to work early mornings and weekends, when necessary.
- Experience with Microsoft Office is required.
- Ability to live in Phoenix Metro (Scottsdale) throughout the duration of internship.

**Desired Skills**

- *Experience in graphic design and proficiency in Adobe Creative Cloud programs*
- *Website management experience*
- *Photography and videography experience preferred.*
- *Golf knowledge and background preferred.*
- *Highly motivated with ability to work in fast paced environment.*

**Working Conditions**

- *This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.*
- *Work week may consist of 40+ hours per week depending on event assignments.*
- *Must be able to lift 40 pounds and stand on feet for long periods.*

**Send Resumes**

*Daniel Shoup  
Head of Finance and Administration  
Daniel@azgolf.org*