



# Women's Metropolitan Golf Association

**POSITION:** Communication Internship

**PERIOD:** 3 to 6 Months (May, 2017 – November, 2017)

**LOCATION:** Elmsford, New York (25 minutes from New York City)

**JOB DESCRIPTION:** This 3 or 6 month internship involves exposure to all aspects of communications and marketing of the WMGA and the WMGA Foundation. It includes but is not limited to: website management, strong communication and writing skills, creating newsletters, photography, social media relations, and general office administration. This position will provide a wide-ranging experience for an individual seeking to pursue a career in media relations.

**REQUIREMENTS:**

- An individual that has a keen interest in communicating with our membership, is self-motivated, personable, and willing to work flexible hours
- Strong communication, written and organizational skills – website, social media
- Proficiency with Microsoft Office; familiarity with Adobe Photoshop and InDesign
- Knowledge of golf and golf terminology preferred
- Reliable transportation required for travel within the New York metropolitan area

**BENEFITS:**

- Stipend of \$1,875 per month gross plus job-related expenses
- Paid holidays

**HOUSING &**

**TRANSPORTATION:** The Intern must arrange for housing in the Metropolitan area and provide own automobile transportation. The Intern will be reimbursed for all related expense when traveling on WMGA business and reimbursed for the use of personal automobile while on official business.

**DEADLINE to APPLY:** April 1, 2017

**SEND RESUME TO:** Sarah Relyea, Director of Operations  
Women's Metropolitan Golf Association  
49 Knollwood Road  
Elmsford, NY 10523  
EMAIL: [srelyea@wmga.com](mailto:srelyea@wmga.com)

Please submit resume, cover letter and list of a minimum of three references.

For more information on the Women's Metropolitan Golf Association, please visit our website at [www.wmga.com](http://www.wmga.com)