



Arizona Women's Golf Association

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Immediate Opening

Position: USGA P.J. Boatwright Jr. Information and Outreach Intern (funded by the USGA)

- Full Time Hourly Position (35 hours weekly)
- Adaptable work schedule
- 6-month Internship

Reports to: Executive Director

Immediate Supervisor – Information and Outreach Programs Director

Job Description: 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.

Primary Responsibilities:

Working with AWGA and USGA programs and events, utilize the following vehicles to assist with member, golfer, and industry outreach for the associations and our programs

- Work with the AWGA website (uploading information, designing banners, updating webpages)
- Use AWGA Social Media
- Attend tournaments, championships, and other events to perform media duties, which may include photography, writing and updating AWGA Social Media
- Assist in the production of the bi-weekly Newsblast, bi-weekly eRevision email, AWGA RepBlasts, the AWGA Directory, the Annual Meeting booklet and other means of communications as required
- Other duties as required

Requirements:

- A college degree (completed or in progress) in Communications, Marketing or Journalism is necessary. A focus on sports marketing is preferred.
- Excellent communication, writing and editing skills
- Willingness to work in a fast-paced and team-oriented structure with emphasis on customer service

- Willingness to travel within the state
- Be self-motivated with a strong work ethic
- Strong computer skills, including MS Office, Adobe Creative Suite (Photoshop, InDesign), Social Media and the internet
- Ability to study and apply new information
- Ability to take initiative and prioritize tasks; good time-management, organizational, problem-prevention and problem-solving skills
- Ability to work accurately with close attention to detail
- Possess a work ethic that includes neatness and punctuality
- Basic golf knowledge

Fax or email resumes to: Arizona Women's Golf Association
141 E. Palm Lane, #210
Phoenix, AZ 85004
Fax (602)253-6210
anj@awga.org

USGA P.J. Boatwright Jr. Internship Arizona Women's Golf Association Information and Outreach Programs

Job Description

Scope:

Reporting to the Executive Director, the Information and Outreach Programs Intern, whose salary is subsidized by the USGA, will assist in all aspects of association Information and Outreach to our members and the public. 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.

Specific Responsibilities:

Attending and working with the AWGA and USGA programs and events, utilize the following vehicles to assist with member, golfer, and industry outreach for the associations and our programs.

1. AWGA Website

- Design and insert rotating banners
- Update various webpages
- Assist other Program Managers in updating their informational webpages

2. Electronic Communications

- Assist in the design and preparation of various eCommunications. To include:
 - Newsblast
 - AWGA RepBlast
 - GHIN eRevision
 - Social Media (Facebook)

3. AWGA Newsletter

- Assist in writing, layout and production of the AWGA Newsletter

Brochures, Booklets and Palmcards

- Assist in the design, updating and printing of various paper communications. To include:
 - Various brochures
 - Various palmcards
 - AWGA Directory
 - Annual Meeting booklet
- Design and send Hole-in-One certificates to our members
- Assist in editing and proofreading various communications throughout the office
- Other duties as required