POSITION: 2020 USGA P.J. Boatwright Internship (Communications & Marketing)

TERM OF INTERNSHIP: Six (6) Months; May-October, 2020

JOB DESCRIPTION: The Arkansas State Golf Association (ASGA) is looking for a well-rounded individual to fill a 6-month internship in golf administration with a focus on communications and marketing. The primary responsibilities include assisting the Arkansas State Golf Association staff in coordinating with media for State Championships for Men, Women, and Juniors; Assist with USGA qualifying; and other ASGA membership and service programs.

DAILY ACTIVITIES: The primary responsibilities include but are not limited to, coordinating with local and statewide media to promote upcoming events, interview players and write championship recaps throughout the season, photography, video footage, conducting, writing and distributing news/press releases. Update the ASGA.org website with relevant news pertaining to the ASGA or additional Arkansas golf events. Update and create the ASGA E-Newsletter (Monday Mulligan). Assist in management of ASGA Social Media accounts (Facebook, Twitter, Instagram), create new and unique promotional tools and activities.

REQUIREMENTS:
- College degree (completed or in process)
- Willingness to work in a team-oriented structure with emphasis on customer service
- Willingness to travel within the state, must have reliable form of transportation
- Excellent communications and public relations skills
- Outstanding writing and editing skills
- Experience in photography, video, social media, and related programs preferred
- A person with a strong work ethic that is self-motivated
- Planning a career in sports administration or related field
- Golf background or strong interest in golf preferred
- Strong computer skills

BENEFITS:
- Salaried Position, approx. $2,000.00 per month
- ASGA Staff apparel provided as well as other compensation for job related expenses
- Full Membership to Eagle Hill G&AC throughout the duration of the internship

DEADLINE TO APPLY: March 15, 2020 or until the positions are filled

EMAIL (Subject: Internship – Communications) COVER LETTER AND RESUME TO:
Bryant Fortin, ASGA Director of Women’s Golf (Bryant@asga.org)

Arkansas State Golf Association
#3 Eagle Hill Ct
Little Rock, AR 72210
www.asga.org