



**POSITION:** Colorado Golf Association - 3-Month Programming and Communication Internship

**DATES:** May 15 – August 15, 2019 (approximate)

**LOCATION:** Greenwood Village (Denver), Colorado

**JOB DESCRIPTION:** This internship involves two key aspects of the Membership and Community Programs Department of the Colorado Golf Association. Part of the internship will focus on primarily on social media, public relations, marketing and communications. The other part of the internship involves exposure to all aspects of youth and adult golf instruction and player development including, but not limited to: golf instruction and outreach program administration; participant coordination and communication; website updates and administration; onsite assistant coordinator for outreach programs; and volunteer administration.

**REQUIREMENTS:**

- Organized and detail oriented.
- Self-motivated, personable, and has an interest in a career in golf.
- Ability to handle large groups of juniors and adults.
- Proficient in Microsoft Office programs including Word, Excel and PowerPoint.
- Strong knowledge of Facebook, Twitter and Instagram use.
- Ability to use smart phone to capture images and video as needed.
- Excellent written, verbal and public relations skills.
- Ability to multi-task and prioritize.
- Good leadership and organizational skills.
- Must be willing to work evenings and weekends.
- Teaching/coaching experience is beneficial.
- A background in the game of golf is necessary.

**BENEFITS:**

- Paid hourly, plus job-related expenses.
- Opportunity to learn about all aspects of golf management, in a very successful program that is striving for growth and improvement.
- Access to association's golf course on space-available basis.

**DEADLINE TO APPLY:** March 8, 2019

**SUBMIT APPLICATION TO:** Erin Gangloff  
Managing Director of Programs  
egangloff@coloradogolf.org

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

For more information, please visit our website at [www.coloradogolf.org](http://www.coloradogolf.org).