



**POSITION:** 2024 USGA P.J. Boatwright Internship – Communications – 9-Month  
**APPROXIMATE DATES:** February 1 – October 25, 2024 (*flexible start/end dates*)  
*If interested in a longer/shorter internship, opportunities may exist.*  
**LOCATION:** Greenwood Village (Denver), Colorado

#### INTERNSHIP OVERVIEW

This internship is designed to focus primarily on social media, public relations, marketing, and communications. This person must demonstrate organizational skills, oral and written communication skills, attention to detail, knowledge and experience in social media, and an interest in golf administration.

#### PRIMARY JOB RESPONSIBILITIES

- Create social media campaigns and help integrate social media into other CGA communications.
- Develop updates and posts for Facebook, Twitter, Instagram, Threads, and LinkedIn.
- Write recap articles for amateur qualifiers and championships, including but not limited to USGA qualifiers, CGA tournaments and qualifiers, and other competitive events occurring around the state.
- Create digital graphics for social media, websites, and other CGA communications.
- Research other social media opportunities with Allied Golf Associations including the USGA.
- Research golfers in CGA tournament fields and create bios for events.
- Gather content including interviews, photographs, and video reels at CGA events and programs.
- Assist with CGA website upkeep and archive management.
- Provide marketing and outreach support in all areas of marketing and communications.
- Assist with fundraising, member and competitive events, CGA programs, Member Play Days, Women’s Clinics, CGA tournaments, and USGA qualifiers as needed.

#### QUALIFICATIONS

- Organized and detail-oriented.
- Ability to multi-task and prioritize.
- Strong knowledge of Facebook, Twitter, Instagram, Threads, and LinkedIn use.
- Ability to use a smartphone and camera to capture images and video as needed.
- Proficient in Adobe Software including Photoshop, Premiere Pro, Lightroom, Acrobat, and InDesign.
- Proficient in Microsoft Office programs including Word, Excel, PowerPoint, and Teams.
- Must be able to work at a computer for extended periods of time.
- Ability to work nights, weekends, and travel across the state.
- Strong customer service skills.
- Golf knowledge is preferred.

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**COMPENSATION:** \$18.50/hour, plus overtime  
Access to CGA owned CommonGround Golf Course on space available basis.  
Job expenses covered (mileage, staff uniforms, meals while traveling, etc.).

**APPLICATION DEADLINE:** **January 8, 2024**

**TO APPLY:** Email cover letter, resume and a minimum of three professional references to:  
Erin Gangloff, Chief Marketing Officer  
[egangloff@coloradogolf.org](mailto:egangloff@coloradogolf.org)

The Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal-opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.