



POSITION: 2023 USGA P.J. Boatwright Internship – Communications – 9-Month
APPROXIMATE DATES: February 1 – October 27, 2023 (*flexible start/end dates*)
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, and attention to detail, knowledge and experience in social media including Facebook, Twitter and Instagram, and an interest in golf administration.

PRIMARY JOB RESPONSIBILITIES

- Create/manage social media campaigns, and help integrate social media into other CGA communications such as the website, mobile website and CGA app.
- Develop updates and posts for Facebook, Twitter and Instagram from CGA events and programs.
- Recap amateur qualifiers and championships, including but not limited to USGA qualifiers, CGA tournaments and qualifiers, and other competitive opportunities occurring around the state.
- Prepare press releases after tournaments and championships to distribute to the appropriate channels.
- Research other social media opportunities with allied associations including the USGA.
- Gather content including interviews and photographs from CGA events and programs.
- Assist in sponsorship identification, cultivation and solicitation.
- Provide marketing and outreach support in all areas of marketing and communications.
- Assist with fundraising, member and competitive events to support CGA programs, including Member Play Days, Women's Clinics, CGA tournaments and USGA qualifiers.

REQUIREMENTS

- Organized and detail oriented.
 - Ability to multi-task and prioritize.
 - Strong knowledge of Facebook, Twitter and Instagram use.
 - Ability to use smart phone to capture images and video as needed.
 - Proficient in Microsoft Office programs including Word, Excel and PowerPoint.
 - Must be able to work at a computer for extended periods of time.
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COMPENSATION: \$17.50/hour, plus overtime
Job expenses covered (mileage, staff uniforms, meals while traveling, etc.).
Access to CGA owned CommonGround Golf Course on space available basis.

APPLICATION DEADLINE: January 20, 2023

TO APPLY: Email cover letter, resume and a minimum of three professional references to:
Ryan Smith, Chief Development Officer
rsmith@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.
