



POSITION: 2021 USGA P.J. Boatwright Internship – Communications – 9-Month
APPROXIMATE DATES: February 1 – October 29, 2021 (*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 and Junior Golf Alliance of Colorado (JGAC) communications such as the website, mobile website and CGA app.
- Develop updates and posts for Facebook, Twitter and Instagram from CGA/JGAC events and programs.
- Research other social media opportunities with allied associations including the USGA and Colorado PGA.
- 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.

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: Up to \$2,000 a month plus hourly overtime.
Job expenses covered (mileage, staff uniforms, meals while traveling, etc.).
Access to CGA owned CommonGround Golf Course on space available basis.

APPLICATION DEADLINE: **Open Until Filled**

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