



### **2019 USGA P.J. BOATWRIGHT, JR. INTERNSHIP**

**JOB TITLE:** USGA P.J. Boatwright, Jr. Internship  
**STATUS:** Internship (Administration/Marketing Department)  
**DURATION:** 3 Month  
**START DATE:** October 2019 – December 2019

**JOB SUMMARY:** This internship position is designed to assist the West Virginia Golf Association with a keen focus on graphic design, social media, public relations and communications. This internship is an opportunity to demonstrate graphic design proficiency, organizational skills, strong writing skills, oral and written communication skills, attention to detail, knowledge and experience in social media including Facebook, Twitter, Instagram and Snapchat and an interest in and general knowledge of golf and sports administration

#### **REQUIREMENTS**

- Demonstrate exceptional communication (written, verbal and PR Skills)
- Posses strong work ethic/organizational skills
- Knowledge of and commitment to the goals and philosophy of the West Virginia Golf Association and The First Tee
- Willingness to work in fast paced and team-oriented structure with emphasis on customer service.

#### **RECOMMENDED SKILLS**

- Microsoft Office Products
- Experience with e-mail marketing software
- Experience with Adobe Suite (Photoshop, Illustrator, InDesign)
- Experience with social media platforms (Facebook, Twitter, Instagram, SnapChat)

#### **COMPENSATION/BENEFITS:**

- Paid Internship
- Association Travel Expenses Covered by Association

#### **SEND RESUMES TO:**

West Virginia Golf Association  
Attn: Danielle Bright  
2115 Charleston Town Center  
Charleston, WV 25389  
Email: [dbright@wvga.org](mailto:dbright@wvga.org)