



in association with



## 2021 USGA P.J. BOATWRIGHT, JR. INTERNSHIP

**JOB TITLE:** USGA P.J. Boatwright, Jr. Internship

**STATUS:** Internship (Administration/Marketing and Communications Department)

**LOCATIONS:** Charleston

**DURATION:** 7 months

**START DATE:** February 2021- August 2021

The Marketing & Communications Intern will assist the Director of Field Services and Outreach with membership outreach, member club communications and membership promotions. This position is designed to provide an exciting opportunity to demonstrate communication skills, graphic design proficiency, and organizational skills, focusing on social media outlets, digital communications and marketing planning to build awareness in our state.

### Qualifications

- Must be 18 years of age
- Ability to take initiatives
- Be available at least 24 hours per week
- Ability to meet deadlines
- Understand and utilize all social media platforms ( Facebook, Twitter, Insagram)
- Demonstrate exceptional communication (written and verbal)
- Possess strong work ethic/organizational skills
- Knowledge of and commitment to the goals and philosophy of the West Virginia Golf Association and First Tee - WV
- Willingness to work in fast paced and team-oriented structure with emphasis on customer service.

### Recommended Skills

- Microsoft Office Products (Word and Excel)
- Experience with e-mail marketing software (Constant Contact)
- Experience with Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Online Software (Canva)
- Experience with social media platforms (Facebook, Twitter, Instagram)

### Benefits

- Paid Internship
- WVGA Uniform
- Association Travel expense covered by association
- Parking reimbursement

SEND RESUME, COVER LETTER, AND APPLICATION TO:

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