



in association with



2023 USGA P.J. BOATWRIGHT, JR. INTERNSHIP

JOB TITLE: USGA P.J. Boatwright, Jr. Internship – Marketing & Communications
STATUS: Internship (Administration/Marketing Department)
DURATION: 7 months
START DATE: June 2023- December 2023

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

- Must be 18 years of age
- Demonstrate exceptional communication (written, verbal and PR Skills)
- Possess 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)
- Online Software (Constant Contact, Canva)
- 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 Monk
1 Frances P. Jordon Way
Charleston, WV 25302