



in association with



**2024 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:** March 2024- October 2024

**JOB SUMMARY:** This internship position is designed to assist the West Virginia Golf Association and First Tee – West Virginia 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, and Instagram and an interest in and general knowledge of golf and sports administration. Assist First Tee – West Virginia Executive Director with fundraising and program implementation.

**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)

**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