

Carolinas Golf Association



2025 CGA/USGA P.J. Boatwright, Jr. Internship Opportunity Communications & Media Long-Term Position Available (6-12 months)

START DATE: February/March 2025 (based on intern availability)

LENGTH OF INTERNSHIP: The internship length is flexible and will be discussed during the interview process. Based on the selected length of the internship and the intern's availability, the start and end dates are also flexible.

JOB DESCRIPTION:

- Provide communications support for Carolinas Golf Association (CGA) championships & Tarheel Youth Golf Association (TYGA) tournaments, both on-site and from the office.
- Serve as staff photographer and videographer at championships and events. This includes capturing footage, editing footage, and sharing footage to social media channels, CGA websites, etc.
- Provide tournament coverage by writing stories/recaps/press releases and social posts about championships and other non-tournament events.
- Content creation and management of all CGA and TYGA social media channels, including Instagram, TikTok, Facebook, Twitter and YouTube. This includes tournament coverage and non-tournament materials.
- Create graphics to be used for emails, social media, press releases, and other marketing channels.
- Assist with research, writing, fact-checking, and proofing of short-form and long-form content for tournament coverage and CGA media assets (*Carolinas Golf Magazine*, *Carolinas Golf Express* digital newsletter).
- Contribute news and feature stories to the association's magazine and digital newsletter.
- Assist with updating various pages on the CGA website, updating tournament archives, and maintaining other historical documents.
- Assist with TYGA communications and marketing initiatives as directed by CGA staff.
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- Assist tournament operations staff on and off site as needed.
- Work week consists of 40-60 hours, depending on tournament assignments.
- Travel with tournament team to championships and events often. More than 50% of the internship will be spent traveling to tournaments.
- Reports directly to the Director of Communications and the Internship Coordinator.

JOB REQUIREMENTS:

- Ability to live in Southern Pines/Pinehurst, NC area during internship.
- Strong work ethic, communication skills and ability to work in a team environment.
- Willingness to travel and ability to work long hours, including early mornings and weekends.
- Golf background or strong interest in golf and basic knowledge of the Rules of Golf is a plus.
- Preferred area of study or background in sports media, journalism, communications, public relations.
- Excellent news-writing and editing skills and ability to work under pressure and meet deadlines.
- Experience in content creation and management of social media channels is a plus.
- Photography, videography, photo/video editing, and/or broadcasting experience is a plus.
- Have own transportation and valid driver's license for a minimum of three years.
- Lift equipment up to approximately 30 pounds.
- Must be an amateur golfer. PGM students are eligible. PGA professionals/apprentices are not eligible.
- USGA employees or relatives, USGA committee members or their relatives, CGA staff or their relatives are not eligible for hire.

COMPENSATION: Expected \$2,250 per month after taxes (based on typical tax deductions). Out of office job-related expenses (meals, lodging, mileage) and staff clothing are provided. No medical benefits.

APPLICATION DEADLINE: Cover letter and resumes should be submitted via email by December 6, 2024.

SUBMIT COVER LETTER AND RESUME INCLUDING THREE REFERENCES VIA E-MAIL TO:

Subject: CGA Long-Term Internship

Attn: Maggie Watts, Director of Women's Golf and Internship Coordinator

E-Mail: maggie.watts@carolinascgolf.org

Please include available start date and requested length of internship in the email.

Questions about the internship? Contact Maggie Watts, Internship Coordinator at maggie.watts@carolinascgolf.org or 910-687-6872.

ABOUT THE P.J. BOATWRIGHT, JR. INTERNSHIP PROGRAM: In 1991, the USGA established the P.J. Boatwright, Jr. Internship Program. This program is designed to give experience to individuals who are interested in pursuing a career in golf administration, while assisting state and regional golf associations in the promotion of amateur golf, on a short-term, entry level basis.

A prospective intern should demonstrate strong managerial potential and a sufficient interest in golf. Golf associations that participate in the Internship Program will provide an appropriate level of orientation and ongoing training and attention. Each intern becomes an employee of the golf association, which will have primary responsibility for recruitment, and sole responsibility for compensation, and supervision. Upon completion of the program, the USGA receives evaluations from both the association and the intern.

ABOUT THE CAROLINAS GOLF ASSOCIATION: The CGA is a 501(c)(3) not-for-profit educational organization located in Southern Pines, NC that was founded in 1909 to promote and to protect the game of golf in the Carolinas by providing competitions, education, support and benefits to golfers. The CGA is the second largest golf association in the country with over 700 member clubs represented by over 210,000 individuals. The Tarheel Youth Golf Association (TYGA) is the CGA's junior program for North Carolina.