



## **Carolinan Golf Association Employment Opportunity**

**AVAILABLE POSITIONS:** Two 3-month Tournament Communications Internships

**DATES OF WORK:** May 13 – August 16, 2019 (start/end dates are flexible)

**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 over 700 member clubs represented by nearly 150,000 individuals. The Tarheel Youth Golf Association (TYGA) is the CGA's junior program for North Carolina.

### **JOB DESCRIPTION:**

The Tournament Communications intern works in conjunction with CGA tournament staff and the CGA Director of Communications and Marketing to learn everything that is involved with conducting a golf tournament. Some of the duties include:

- Handle communications support for CGA & TYGA tournaments both on-site and from the office.
- Assist with research, writing, fact checking, and proofing of content; and assistance with on-site posting of content to web sites and social media sites (i.e. Facebook, Twitter, Instagram, Periscope).
- Provide tournament coverage by writing stories/recaps.
- Distribute results to local and national media.
- Prepare championships' printed materials.
- Photograph association tournaments/events.
- Provide video coverage during tournaments.
- Contribute news and feature stories to the association's magazine.
- General tournament set-up and preparation.
- Golf course set-up and preparation.
- Starting and scoring of players.
- On-course rules officiating.
- Assist tournament operations staff on and off site.
- Work week consists of 40-60 hours depending on tournament assignment.

### **JOB QUALIFICATIONS:**

- Ability to live in Southern Pines/Pinehurst, NC area during internship.
- Preferred area of study include: journalism, communications, PR or related field.
- Willingness to travel and ability to work long hours including early mornings and weekends.
- Excellent news writing and editing skills, with the ability to work under pressure and meet deadlines.
- Up-to-date computer skills (i.e. Microsoft Word, Access, FrontPage) and the ability to effectively communicate on the phone, via e-mail and through various web site and social media outlets.
- Photography experience a plus.
- Ability to work and communicate in a team atmosphere.
- Golf background or strong interest in golf and basic knowledge of the Rules of Golf is a plus.
- Have own transportation and valid driver's license for a minimum of three years
- Must be an amateur golfer. PGM students are eligible. PGA professionals/apprentices are ineligible.

**COMPENSATION:** Approximately \$1,750 per month plus out of office job-related expenses (meals, lodging, mileage) and staff clothing. No medical benefits.

**APPLICATION DEADLINE:** Cover letter and resumes should be submitted via email by January 25, 2019.

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

Subject: CGA Communications Summer Internship

Attn: Maggie Watts, Director of Women's Golf

E-Mail: [maggie.watts@carolinasgolf.org](mailto:maggie.watts@carolinasgolf.org)

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