



**Position:** 2023 USGA P.J. Boatwright Internship- Communications- 4 Months

**Approximate Dates:** May 1- August 15, 2022 (Flexible start/end dates)

**Location:** Jefferson City, Mo

**Summary:** The Missouri Golf Association is looking for talented and well-rounded applicants to fulfill the 4-month MGA Communication Internship.

### **Internship Overview**

This internship is designed to focus primarily on social media, public relations, marketing, and communication. This person must demonstrate organizational skills, oral and written communication skills, and attention to detail, knowledge and experience in social media including Facebook, Twitter and Instagram, and an interest in golf administration.

- Responsibilities:**
- Coordinate media and press related needs including event programs, press releases, etc.
  - Interview players and write championship recaps.
  - Write other feature content for MGA website mogolf.org pertaining to golf in Missouri.
  - Create/manage Social media campaigns and help integrate social media into MGA and MGA Junior Golf and Ken Lanning Center communications such as the website.
  - Develop update and post for Facebook, Twitter and Instagram from MGA/MJGA events and programs.
  - Help manage and maintain website content for mga.org
  - Assist with preparation of the Annual MGA Hall of fame Induction
  - Assist in cultivation of media relations, tracking media coverage and updating mailing list.
  - Other Duties assigned as necessary

**Requirements:** Organized and detail oriented

Ability to multi-task and prioritize and be able to work in fast paced environment

Excellent communication, content creation and public relation skills

Strong knowledge of Facebook, Twitter, and Instagram use.

Outstanding writing and editing skills, with ability to work under pressure and meet deadlines

Willingness to travel and ability to work long hours.

Ability to use smart phone to capture images and video as needed.

Proficient in Microsoft Office programs including word, excel.

Must be able to work at a computer for extended periods of time.

**Compensation:** \$2,000 a month

Job expenses covered (mileage, staff uniforms, meals while traveling etc..).

**Application Deadline:** Open Until Filled

**To Apply:** Email cover letter, resume and a minimum of three professional references to:

Scott Hovis, Executive Director

shovis@mogolf.org