

AJGA Communications Internships

The AJGA is looking for talented and well-rounded applicants to serve as tournament operations and communications interns. The internship is an entry-level position and you must turn 20 years old prior to May 15, 2012. The interns will travel extensively throughout the United States during the internship to help conduct national junior golf tournaments.

Communications Internship Job Responsibilities

- Prepare each tournament's printed materials
- Tournament photography
- Distribute post-round results and news releases to local and national media
- Sponsor relations
- Assist with the AJGA's social media plan
- Write blogs and features for *The AJGA Insider*
- Update the AJGA's website, *ajga.org*
- Media and public relations
- On-course rules officiating
- Starting and scoring of players
- Monitoring equipment inventory, maintenance and replenishment
- Public speaking

Communications Internship Job Qualifications

- Excellent communication, public speaking skills and public relations skills
- Basic computer knowledge and skills (Microsoft Office, Adobe Creative Suite experience preferred)
- Experience in sports information, media relations or newspaper writing is preferred
- Excellent news writing and editing skills, with the ability to work under pressure and meet multiple deadlines
- Ability to work and communicate in a team atmosphere
- Photography experience a plus
- Published media clips preferred
- Highly motivated
- Golf knowledge is preferred, but not mandatory
- Willingness to take an active leadership role amongst diverse teammates
- Mindset to be flexible and fulfill Operations Intern tasks when required (see Tournament Operations description)

Internship Details

	Spring	Summer
Season	Mid-March – Mid-May	Mid-May – August/September
Teams	Three teams of seven individuals	Six teams of eight individuals
Typical Hours	5-6 a.m. – 5-6 p.m.	5-6 a.m. – 9-10 p.m.
Number of Events	Five to six events	Ten to 12 events
Salary	\$200 per week	\$225 per week

- Most travel and living expenses are covered
- Uniforms are provided by Polo Ralph Lauren, Ahead, Under Armour and Sundog
- Students can use the AJGA internship for college-credit

What are the requirements?

- Must be at least 20 years old prior to May 15
- Must either be working towards or achieved a Bachelor's Degree
- Work outside in extreme weather and temperatures

- Work in direct sun exposure
- Drive and operate company vans and trailers and travel via plane if necessary
- Drive and operate a golf cart
- Use and operate company equipment, i.e. radios/walkie-talkies
- Ability to spot golf balls on the course
- Stand and walk for extended periods of time
- Communicate both verbally and in writing
- Lift equipment up to approximately 50 pounds

Application Requirements and Deadlines

Visit www.ajga.org/jobs to apply online. All candidates must submit in addition to the online application:

- Cover letter
- Resume
- State government-issued three-year driving record (obtained by contacting the DMV)
- Three letters of recommendation
- Three AP-Style writing samples (Communication applicants only)

Spring Applications: November 7, 2011 by 5 p.m. EST

Summer Applications: January 6, 2012 by 5 p.m. EST

Finalists for the summer internship will be **REQUIRED** to attend a recruiting weekend in Atlanta, **March 2 – 4, 2012**. The AJGA will provide lodging, food and will reimburse a portion of travel expenses.

If you wish to be considered for both the spring and summer internship, all materials must be submitted by the spring deadline. **NO APPLICATIONS (or pieces of application materials) WILL BE ACCEPTED AFTER THE DEADLINE.**

Contact

For questions regarding the internship you may contact Lauren Shelly, Manager of Recruiting and Special Events via email lshelly@ajga.org or by phone at 770-868-4200, ext. 1753.