



**AMERICAN JUNIOR GOLF ASSOCIATION**  
**In-House Internship Announcement**  
*Communications Intern*

**About the AJGA**

The American Junior Golf Association is a 501(c)(3) nonprofit organization dedicated to the overall growth and development of young men and women who aspire to earn college golf scholarships through competitive junior golf.

**DESCRIPTION**

The AJGA is seeking a **Public Relations, Journalism, Marketing, Sports Business or Mass Communications major** to assist the in-house communications staff of a nonprofit golf association with daily communications tasks. The internship will include a well-rounded focus of media relations, writing and editing news and feature stories, design and creation of publications, advertisements and signage, web site maintenance, social media and multimedia presentation as well as administrative tasks such as organizing files, photography and publications.

**RESPONSIBILITIES**

- Write, design and edit Association materials
- Responsible for writing and editing news and feature stories
- Execute a weekly media plan start-to-finish including elements of PR and sponsor relations
- Generate, edit and design content for the AJGA's digital magazine *The Insider*, and blog
- Conduct interviews
- Assist full-time staff with special projects
- Help with website content and maintenance
- Assist with administrative tasks such as organizing files, photography, news clippings and publications
- Media, public and sponsor relations
- Video editing and archiving
- Customer service

**QUALIFICATIONS**

- Ability to operate independently but be a key part of a team.
- Ability to thrive in a fast-paced environment with high volume.
- Written communications including a command of the English language.
- Golf knowledge is preferred, but not mandatory
- Basic experience with Microsoft Office and web research
- Knowledge of Adobe InDesign, Photoshop and Illustrator
- Knowledge of AP Style
- Knowledge of Adobe Premier, After Effects and Final Cut
- Pro is preferred for video internship applicants
- Outstanding writing and editing skills
- Highly motivated

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and /or move up to 50 pounds.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## Details and Application

- **The position is from mid-May – September** (schedule can vary depending on scheduling)
- **This position is located at our headquarters in Braselton, Georgia.**
- **Interns are expected to work Monday – Friday 8 a.m. – 5 p.m. (40 hours a week)**
- Compensation is \$8.50 per hour. The AJGA **does not** provide housing, food and travel costs.

## To Apply

**All materials must be submitted at once AFTER you complete the application.** All materials are to be addressed to Lauren Shelly, Director of Recruiting and Special Events via email ([lshelly@ajga.org](mailto:lshelly@ajga.org)), fax (678-425-1653), Dropbox or mail (1980 Sports Club Drive, Braselton, GA 30517).

- Application – Found at [www.ajga.org/careers](http://www.ajga.org/careers)
- Cover letter
- Resume
- One written letter of recommendation and three references
- Communications interns must be well-rounded professionals who are passionate about telling the stories of the AJGA through writing and digital communication. Please demonstrate your aptitude by submitting three samples of your best work from the list below. The ideal candidate would submit one piece from each of the categories below. *Please note – your applications should not exceed five pieces of work.*
  - **Writing**
    - Reporting – post-game sports story, season preview or review, non-sporting even recap or preview, or something comparable
    - Feature – sport or live event related, no academic essays
  - **Multimedia**
    - Photography – one to two of your best shots
    - Video production – one to two of your favorite clips
    - Web or print design – one to two of your best designs
  - **Promotion**
    - Sample work from a social media campaign and results summary – can utilize one or multiple platforms
    - Sample work from a public relations campaign
    - Posters, fliers, postcards, signage, logos or any other creative venture that shows versatility

**PLEASE NOTE:** Applicants will not be considered unless all materials are submitted. Upon receipt of all materials an email will be sent to you. Pending the review of your application and successfully moving to the next stage of the hiring process a consent form for a criminal background check will be sent to you.

## Deadline Date

January 15, 2015