



**AMERICAN JUNIOR GOLF ASSOCIATION**  
**Traveling 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 looking for talented and well-rounded applicants to serve as communications interns. **The communications internship is an entry-level position and you must be 21 at the start of the internship. Interns will travel extensively throughout the United States during the internship to help conduct national junior golf tournaments.**

### **Responsibilities**

- Prepare each tournament's printed materials
- Shoot photography and video footage
- Conduct interviews
- Distribute post-round results and news releases to local and national media
- Maintain media, public and sponsor relations
- Execute the AJGA's social media plan
- Blog and write features for the *The Insider*
- Update the AJGA's website
- On-course rules officiating
- Start and score players
- Monitor equipment inventory, maintenance and replenishment
- Public speaking
- Customer service

### **Qualifications**

- Excellent communication, public speaking and public relations skills
- Proficiency in Microsoft Office and Adobe Creative Suite
- Experience in sports information, media relations or newspaper writing is ideal
- Outstanding writing and editing skills, with the ability to work under pressure and meet deadlines
- Ability to work and communicate in a team atmosphere
- Experience in photography, video and social media
- 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)

### **Physical Demands**

- Work outside in extreme weather and temperatures
- Work in direct sun exposure
- Drive and operate company vehicles, golf carts and travel via plane if necessary
- 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

### Details and Application

- Additional details can be found at [www.ajga.org/careers](http://www.ajga.org/careers)
- Spring and Summer Season (mid-March – mid-May/ mid-May – August/Labor Day)
- You must be at least 21 years old prior to the start of the internship
- The AJGA will pay a \$225 per week stipend for the spring and a \$250 per week stipend for the summer.
- All tournament-related expenses (lodging, food, gas and laundry) will be paid by the AJGA
- In limited instances a week off could happen for a team. In this case all travel, food and lodging will be on each individual if they determine to go home or stay in the city in which they are located. In this case, time off is unpaid.
- Travel to and from Atlanta prior to and after the internship will be on a stipend basis.
- Each intern will be provided with an assortment of Ralph Lauren clothing, Under Armour® shoes and Under Armour® sunglasses

### 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
- Three-year state issued driving record (Obtain from contacting your DMV)
- One written letter of recommendation and three references
- **Communications Candidates ONLY:** 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 Dates

Spring Priority Deadline: October 30, 2014  
 Spring Final Deadline: November 18, 2014  
 Summer Priority Deadline: December 10, 2014  
 Summer Final Deadline: January 15, 2015

Intern Recruiting Weekend: March 6–March 8, 2015\*  
 \*Intern Recruiting Weekend is mandatory and only applicable to summer internship applicants.