

# Idaho Golf Association



## POSITION:

USGA PJ Boatwright Communications Intern

## LENGTH OF INTERNSHIP:

3 Months: Mid-May through Mid-August

## POSITION CONCEPT:

Funded through a grant from the United States Golf Association, the P.J. Boatwright Internship is tailored to prepare an individual through a comprehensive introduction and extensive training experience for a career in golf administration. The primary focus of this position will be to promote the various activities of the IGA to its 15,000 members, 90 member clubs, and the golfing public via all of the IGA's media platforms. This position is based from the Idaho Golf Association's Boise Location.

## PRIMARY RESPONSIBILITIES:

- Attend IGA Championships, Idaho Junior Tour events, and USGA Qualifiers
- Photograph and archive IGA events
- Write and edit news and feature stories for IGA events
- Film and edit player and staff interviews for IGA events
- Design and create promotional materials for all social media accounts for IGA events
- Maintain [www.theiiga.org](http://www.theiiga.org)

## REQUIREMENTS:

- Must possess good written and verbal skills and must feel comfortable interacting with people on a regular basis. Strong communication skills will be used daily
- Organization of tasks and excellent time management skills are essential
- Must gain a working knowledge of association policies and procedures and make appropriate decisions regarding those policies as necessary
- Must be confident to make decisions that represent the IGA
- Must understand an intern is representing the Idaho Golf Association at all times
- Must be inquisitive. Questions and criticisms are welcomed. Interns are encouraged to find new and innovative ways to conduct business more efficiently via discussion with IGA staff
- Must be conscience of appearance to all customers, players, associates, and spectators with the ability to control stress while working in a fast paced environment and multi-task effectively
- Must have a working knowledge of computers, the internet, and Microsoft Office products
- Must be able to lift and manage 50 pounds as well as troubleshoot equipment and operational situations
- Must have housing accommodations in the Boise, Idaho area

## TRAVEL:

- This position requires occasional extensive travel with the ability to be on the road for a full week including weekends
- Must possess a valid driver's license and be comfortable driving and packing vans

## BENEFITS:

- This is a paid internship
- Food and accommodation expenses are paid for when traveling
- Staff apparel
- Golf playing accessibility
- Opportunity to work for the governing body of amateur golf in Idaho gaining valuable experience in the field of golf administration

## APPLICATION/DEADLINE:

- All applicants must submit a Resume and Cover Letter all in the form of a PDF document by February 12th to [amccormick@theiiga.org](mailto:amccormick@theiiga.org)