

The New York State Golf Association Frederick W. Box Communications Internship



Formed in 1923 to administer the New York State Amateur Championship, the New York State Golf Association has grown to become the leader of golf in New York State. Now responsible for the administration of 13 amateur championships, the NYSGA activities also include handicapping, member services, course rating, Rules education, amateur reinstatement and growing the game of golf through the NYSGA Foundation's many initiatives.

The Frederick W. Box Communications Internship was formed with the purpose of providing a qualified candidate with the opportunity to gain experience managing the sports information relating to the NYSGA's activities, including Championships, State Days Tournaments, Foundation activities and other association news.

Responsibilities

- Manage news related content on the NYSGA website, www.nysga.org.
- Work closely with relevant media outlets to encourage coverage of NYSGA events.
- Produce media guides for each NYSGA Championship.
- Coordinate the implementation and management of a proactive media outreach program at NYSGA Championships for print, radio, TV and other electronic media outlets.
- Cover each NYSGA Championship with responsibilities including but not limited to photography, player interviews, on-course blogging, expansion of video coverage, and writing of daily press releases covering the day's results and top stories.
- Work closely with senior staff to produce a bi-weekly Handicap Revision Email containing NYSGA updates that is sent to 30,000+ NYSGA members.
- Oversee the development and implementation of a strategic plan to improve access to and storage of historical documents, tournament records and photographs.
- Produce the NYSGA's *Year in Review* newsletter.

Requirements

- An interest in sports journalism.
- Must have a working knowledge of the game of golf.
- Proficient in the use of MS Office programs and Adobe InDesign. Additional experience in Adobe Photoshop is preferred but not required.
- Excellent communication and organizational skills.
- A strong work ethic, enthusiasm for the game of golf and a self-motivated personality.
- A willingness to travel throughout New York State.
- Access to an automobile.

Benefits

- Salary of \$2,000 per month plus reimbursement of any job-related expenses.
- Association logoed apparel.

Please send resume along with cover letter and three (3) writing samples to:

Bill Moore, Executive Director

P.O. Box 15333

Syracuse, NY 13215

bmoore@nysga.org

(315) 471-6979 – fax

Application Deadline: March 1, 2012

The New York State Golf Association is located in Syracuse, New York. This internship is for a five month period. Starting date is negotiable, although it is preferred to begin by May 15.