

The New York State Golf Association  
**Communications Internship**



**Job Title:** Communications Intern

**Dates:** May – September 2019 (5 months)

**Job Summary:** The New York State Golf Association is looking for talented and well-rounded applicants to fulfill the 5-month NYSGA Communications Internship position.

**Essential Duties and Responsibilities:**

- Coordinate media and press related needs including event programs, media guides, press releases, etc.
- Interview players and write championship recaps throughout tournament season (17 championships).
- Write other feature content for NYSGA website (NYSGA.org) pertaining to golf in New York State or golfers from New York State competing in notable or national events.
- Assist in management of NYSGA's social media accounts (Facebook, Twitter, Instagram).
- Assist with video production and photography needs for association.
- Help manage and maintain website content on NYSGA.org.
- Research, manage and update championship records.
- Assist with preparation and content creation for annual NYSGA Hall of Fame.
- Assist in cultivation of media relations, tracking media coverage and updating of mailing lists.
- Other duties assigned as necessary.

**Qualifications:**

- Excellent communication, content creation and public relation skills.
- Preferred area of study or background in journalism, communications, or public relations.
- Excellent motivation, organization, communication and work quality.
- Outstanding writing and editing skills, with ability to work under pressure and meet deadlines.
- Willingness to travel and ability to work long hours.
- Experience with Microsoft Office is required.
- Experience in graphic design (Adobe Creative Suite) and social media.
- Photography/videography experience is preferred, but not mandatory.
- Golf knowledge and background is preferred, but not mandatory.
- Highly motivated with ability to work in fast paced environment.
- Ability to live in Syracuse, New York throughout duration of internship.

**Compensation and Benefits:**

\$2,000 per month. All work-related travel expenses will be paid by the association (meals, lodging, mileage with own vehicle) and staff clothing will be provided ([Donald Ross Sportswear](#)).

**Application Process:**

Interested applicants may send a cover letter, resume, and three references to Dan Thompson, Director of Marketing & Partnerships of the NYSGA at [dan@nysga.org](mailto:dan@nysga.org) with "2019 NYSGA Communication Internship – (Last Name), (First Name)" in the subject line. Position is open until filled.