



## *2024 Communication Internship Job Description*

<b>POSITION TITLE:</b>	Communications Intern
<b>REPORTS TO:</b>	Director, Marketing and Communications
<b>WORKS WITH:</b>	Staff, Volunteers, and Event Participants
<b>STATUS:</b>	3-month Full-Time Internship
<b>APPROXIMATE DATES:</b>	Mid May – Mid August

**JOB DESCRIPTION:** The **Metropolitan Amateur Golf Association (MAGA)** is seeking a qualified candidate for the position of Communication Intern. Candidates must be motivated and enthusiastic individuals with an interest in the game of golf, good organizational and problem-solving skills, and a strong background with social media relations, writing/editing news stories, and website maintenance. MAGA is located in St. Louis, Missouri.

Working under the direction of the Executive Director and Director, Marketing and Communications the intern will be exposed to aspects of the media administration of amateur golf. It includes but is not limited to: tournament media administration and general office administration.

### **PRIMARY RESPONSIBILITIES:**

- Maintain a working knowledge of MAGA's website and social media accounts
- Maintain a productive working relationship with all MAGA Staff and Volunteers
- Attend MAGA Championships, USGA Qualifying Rounds, and Amateur Series events
- Support MAGA Staff with assignments as requested
- Write, edit, and design materials and stories for the website and social media accounts.
- Photograph and take video at MAGA related events

### **ADDITIONAL RESPONSIBILITIES:**

- Ability to live in the Metropolitan St. Louis region during the internship
- Participate in staff projects that may be outside primary responsibilities
- Assist MAGA Staff and Operations Interns in conduct of MAGA Championships, USGA Qualifying Rounds and Amateur Series

### **QUALIFICATIONS/SKILL SETS:**

- College graduate or attending a 4-year university seeking a degree in Communications, Journalism, Marketing, Public Relations, or a related field
- Ability to effectively communicate with staff, volunteers, event participants
- Computer literacy with working knowledge of Microsoft Office, WordPress, and social media applications (Twitter, Facebook, Instagram)
- Exceptional organizational skills with strong attention to detail
- Must be comfortable interacting with people on a regular basis
- Ability to work independently with minimal supervision and adhere to deadlines

- The applicant must be willing to travel throughout Metropolitan St. Louis and Central Illinois for tournaments
- Knowledge of the game of golf preferred
- Must have reliable transportation
- Ability to work a flexible schedule (Early mornings, evenings & weekends)

**PHYSICAL REQUIREMENTS:**

- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures with direct sun exposure
- Use of hands with computers for updating MAGA's website and social media sites
- Must be able to operate a golf cart

**COMPENSATION & BENEFITS:**

\$2,000 per month (based on 40 hours/week)  
MAGA Staff Apparel

**APPLICANT PROCEDURE:**

Interested applicants should email cover letter and resume to [caroline@metga.org](mailto:caroline@metga.org)

Or, via US Mail to:

Metropolitan Amateur Golf Association  
2024 PJ Boatwright Communication Internship  
11724 Lackland Industrial Drive  
St. Louis, MO 63146