

PGA OF ONTARIO

EVENT & COMMUNICATIONS SPECIALIST

SPRING/SUMMER INTERNSHIP

PROFESSIONAL GOLFERS' ASSOCIATION OF ONTARIO

The Professional Golfers' Association of Canada is a member based non-profit organization representing over 3,700 golf professionals across Canada. The Association was founded in 1911 which makes it the oldest professional golf association in North America. The Ontario Zone is the largest of nine zones across Canada with approximately 1200 members.

SUMMER INTERNSHIP DATES:

May 11TH – August 28TH, 2020

DESCRIPTION:

The PGA of Ontario is looking for a qualified applicant to work within the Tournament Operations and Communications departments of the Association. More specifically, the successful applicant will be heavily involved with developing communications to our membership, managing PGAO social media platforms (marketing), and the organization and execution of all PGA of Ontario events. This role will be a blend of office-based work at the PGA of Ontario headquarters (Angus Glen Golf Club property) as well as required travel to all PGA of Ontario tournaments. The 2020 tournament schedule can be viewed at <https://www.pgaofontario.com/events>

TYPICAL HOURS:

Office hours are Monday to Friday, 8:30 AM – 4:30 PM. This position will require travel to all events and may require some weekend travel. You will not be expected to be at the office on weekends, however, you must have access to your phone and laptop if needed. For the five Championship events we have in our schedule, work hours are likely to be extended.

The PGA of Ontario team is seeking a morning person who is a team player and motivated problem-solver who can think on their feet. It's a great opportunity to get knee-deep in the operations of this provincial sport organization and we're looking for someone who is enthusiastic about adding value to our crew. The coffee is on us!

CAREER ENRICHMENT:

There are countless benefits to participating in the PGA of Ontario Internship. You will interact with many PGA Professionals from various positions within the golf industry including tournament professionals, directors of golf, host facility head professionals, GMs and sponsors. This experience will give you an inside view of how to successfully run golf events from preparation to execution, and will integrate you into the PGA of Ontario's professional tournament program.

DUTIES & RESPONSIBILITIES:

The intern will assist with planning and preparing all tournament-related documentation, operational execution at all PGA events, and post-event wrap-up and communications to members and media.

Responsibilities of the intern include (but are not limited to):

- General tournament preparation
- Operational support



- (set-up/tear down)
- Starting and scoring of tournament players
- Equipment inventory, maintenance and replenishment
- Communication support
 - Writing and editing releases
 - Social media content (pre, during and post events)
 - Updating of website content
 - Media and public relations
- Delivery of high-quality customer service to all partners, participating facilities, volunteers and players at all times

REQUIRED SKILLS:

- Basic golf knowledge is an asset
- 3rd or 4th year College/University student preferred
- Ability to communicate effectively and work well in a team atmosphere
- Highly motivated to deliver quality service in an active leadership role
- Excellent written and verbal communication skills
- Computer skills pretraining to Microsoft office are required. Experience using Adobe Photoshop is an asset
- Valid driver's license and access to a vehicle
- Willingness to work long hours in hot/cold/wet weather

ATTIRE:

The intern will receive an assortment of uniform polos to be worn at events. Golf pants, dress pants and/or khakis may be worn but no shorts or tights/leggings. Uniform will be worn on all setup and tournament days. The PGA of Ontario observes a business casual dress code in the office.

SALARY:

\$600/week (All tournament-related expenses paid by the PGA of Ontario)

TO APPLY:

Please send cover letter and resume to:

Stacey Hewett

PGA of Ontario

10080 Kennedy Road,

Markham, ON L6C 1N9

Email: pgaofontario@gmail.com

APPLICATION DEADLINE IS FRIDAY, FEBRUARY 21st, 2020 11:59PM EST

One (1) position available. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by 11:59pm, Friday, February 21st 2020. PGA of Ontario thanks all applicants but will contact only those who will be invited for an interview.

