



Founded in 1912, Alberta Golf has over 50,000 members and a \$1.5 million annual budget. As the provincial sport organization for golf in Alberta, we are committed to realizing the positive impacts of golf on individuals and communities across Alberta. Our vision is that through golf, Albertans will enjoy a high quality of life, improved health and wellness, a strong sense of community, economic benefits and personal fulfillment. The Alberta Golf Foundation awards scholarships on an annual basis to deserving Albertans attending post-secondary institutions.

Communications Manager

Reporting to the Executive Director/CEO, this position will support our communications and competitions departments in delivering value to individuals and facilities throughout the province through the planning and execution of best in class competitions as well as digital media execution and support.

Responsible for supporting the following activities and functions:

- Communications and digital media
 - Responsible for monitoring and maintaining website and social media content
 - Responsible for player interviews, news stories, photos, videos
 - Responsible for delivering on all aspects of corporate communications plan including internal and external messages, newsletters and press releases
 - Oversee prize presentations and award ceremonies

- Competitions, public relations events and industry trade shows
 - Travel to, and support, approximately 30 events each year (60 event days)
 - Meet and interact with event participants, hosts and volunteers

- Junior Golf
 - Provide administrative support for Golf Canada's Future Links junior golf initiatives including Golf in Schools, Future Links Field Trips, Future Links Mobile Clinics
 - Working in conjunction with provincial golf coaches and other partner organizations, administer and deliver new introductory golf programs including: *She Swings She Scores, Junior Achievement Golf Camps, Youth on Course*

- Membership sales and promotion
 - Support branding efforts and participate in golf course demo days
 - Support golf course membership sales as well as individual golfer membership sales with collateral development, training and sales follow through



Founded in 1912, Alberta Golf has over 50,000 members and a \$1.5 million annual budget. As the provincial sport organization for golf in Alberta, we are committed to realizing the positive impacts of golf on individuals and communities across Alberta. Our vision is that through golf, Albertans will enjoy a high quality of life, improved health and wellness, a strong sense of community, economic benefits and personal fulfillment. The Alberta Golf Foundation awards scholarships on an annual basis to deserving Albertans attending post-secondary institutions.

Qualifications: Skills and experience commensurate with job responsibilities. Knowledge of the golf industry and a passion for the sport is considered an asset. A valid driver's license is required as is the ability to travel independently in company supplied vehicles.

Education: The successful applicant will possess a post-secondary degree or diploma in communications, journalism or media.

Type of position: Full Time Position *(Beginning January 2019)*

Hours of Work: 8:30 am – 4:30 pm. *This position requires some weekend travel throughout the province as well as longer hours during events. Hours of work shall be monitored and adjusted accordingly to ensure a healthy work life balance.*

Compensation: *Base salary is \$5,000 per month, total compensation is commensurate with experience*

Reports to: Executive Director/Chief Executive Officer

Application deadline: November 22, 2018

Please forward your resume to: Phil Berube by email (phil@albertagolf.org) or mail to Alberta Golf - Suite 22, 11410 27 St SE, Calgary, AB, T2Z 3R6.