
Job Description

Central Links Golf – Central Links Golf is a full-service regional golf association dedicated to the betterment of the amateur golf community of the state of Kansas and the Kansas City metro area. Today the association has over 180 member courses and over 30,000 individual members. Its membership is comprised of all demographics including men, women, adults, juniors, private and public golfers. A volunteer board of directors manages the affairs of Central Links Golf along with a professional staff of six. Additionally, more than 70 volunteers assist in course rating, competitions, and communications.

Job Title: USGA P.J. Boatwright Intern – Marketing and Tournament Operations
Reports to: Marketing Director and Competition Director
Works with: Staff, Volunteers, Golf course staff, and Tournament players
Status: Full-Time Internship (subject to approval by USGA)
Start Date: May 15th – August 15th (start and end dates adjustable)
Intern Pay: **\$12 per hour**

SUMMARY: Central Links Golf is seeking candidates interested in a career in marketing, graphic design, communications, journalism, golf administration, sports management or event management. Candidates must be motivated and enthusiastic individuals with good organizational and problem-solving skills and be an effective communicator.

PRIMARY RESPONSIBILITIES:

- Assist Marketing Manager in social media strategy, development, and execution
- Design graphics for website, social media, and print materials
- Create Press Releases and Blog Posts covering golf events
- Take pictures using DSLR camera at golf events
- Assist Marketing Manager with email marketing via MailChimp
- Manage and update WordPress Website
- Manage CRM
- Identify media opportunities
- Execute responsibilities in office and onsite at events
- Support “Staff in Charge” with course setup for competitions
- Aid Tournament Officials with needs
- Administer programs and managed competitions with on-site presence including Regional and State Championships, Kansas City Junior Tour, Stateline Amateur Tour, Junior Kansas City Cup, Mid America Junior Cup, and designated USGA qualifiers.
 - Act as Rules official, Starter, Scoring Official

ADDITIONAL RESPONSIBILITIES:

- Participate in staff projects/initiatives that may be outside primary responsibilities
- Attend Association volunteer training for tournament officials and course rating
- Accompany course rating teams to develop a working knowledge of the system
- Represent association at meetings and functions where appropriate

QUALIFICATIONS/SKILL SETS:

- Understanding of the game of golf is preferred
- Understanding or desire to learn Adobe Acrobat, Photoshop, Lightroom, Canva, and Microsoft Office

- Strong written and oral communication skills
- Enjoys telling stories and writing press releases
- Outgoing and creative personality
- Ability to work independently with minimal supervision and adhere to deadlines
- Sound judgment and decision-making capabilities
- Ability to identify and resolve problems efficiently
- Ability to work weekends with occasional overnight travel required
- Must have reliable transportation, valid driver's license, and proof of insurance

PHYSICAL REQUIREMENTS:

- Lifting and carrying equipment up to 50 pounds
- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures with direct sun exposure
- Use of hands with computer data entry, phone assignments, collating materials, etc.
- Ability to hear and to see both short and long distances
- Must be able to operate a golf cart and drive a vehicle with a utility trailer in tow

All interested applicants should email resume, cover letter and writing sample to baile@clgolf.org by February 21, 2023.