Western Pennsylvania Golf Association
Employment Opportunity – P.J. Boatwright, Jr. Internship (3 months)
Communications

Overview

The Western Pennsylvania Golf Association was founded in 1899 to advance the interests and spirit of the game of golf and to encourage a spirit of harmony and cooperation among golf clubs and other related associations. Started by members from five clubs, the association now has over 200 member clubs and nearly 45,000 individual members. Primary activities include the administration of the USGA Handicap System™, educational programs for members and club employees, the sharing of information and the conduct of championships. We also administer the WPGA Scholarship Fund to provide tuition assistance to employees of our Member Clubs.

Job description: This internship will assist with communications.

Duties and Responsibilities:

- Draft and edit content for all social media platforms, including written posts and graphics, and photography at WPGA competitions and events.
- Assist WPGA staff in preparation and conduct of WPGA Play Days
- Assist in maintenance and update of WPGA databases
- Assist in writing and editing of articles, press releases and event recaps, of WPGA competitions and events for use on the WPGA website and social media, as needed

Qualifications

- Interest in the game of golf preferred
- Strong work ethic and willingness to learn
- Strong written and verbal skills
- Understanding of staff/volunteer relations
- Computer skills
- Working knowledge of social media
- Valid driver's license and reliable transportation

Location: WPGA, 930 North Lincoln AVE, Pittsburgh, PA 15233

Compensation: $2,500 per month based on 40-hour work week

Benefits: Standard expense account for transportation, food, lodging and related expenses

Application Deadline: Open until filled.

Apply: Please forward a cover letter and resume by mail or email to:

Terry Teasdale, Executive Director
Western Pennsylvania Golf Association
930 North Lincoln AVE, STE 1
Pittsburgh, PA 15233
Email: tteasdale@wpga.org

The Western Pennsylvania Golf Association is an Equal Opportunity Employer.