



# INTERNSHIP OPPORTUNITIES WITH THE IOWA GOLF ASSOCIATION

**POSITIONS:** USGA P.J. Boatwright Internships (Marketing & Communications)

**APPROXIMATE DATES:** 4-month internship, \*May-Aug, 2025 *\*exact dates will be negotiated during the hiring process*

**LOCATION:** Iowa Golf Association, Des Moines, Iowa

**JOB DESCRIPTION:** Working under the direction of the Executive Director and senior staff, the intern will learn about all aspects of amateur golf administration, with a focus on marketing and communications. Job duties will include, but not be limited to, the following:

**Communications and media relations**

- Take photographs/video at tournament sites.
- Produce and edit videos for website/social media outlets
- Enhance and edit photos for display on website/social media
- Assist in writing and posting material on association's website and e-newsletter
- Primary point person in creation of the yearly Yearbook/Membership Directory
- Develop new ideas for engaging with our membership through various forms of communications

**General office administration**

- Compile and maintain office records, answer phone, assist with mailings, etc

*Additional duties may include...*

**Conduct of statewide golf championships**

- Assist in all aspects of tournament administration - pairings, scoring, course marking, rules, etc
- Assist with preparation of information for competitors
- Assist Rules Officials and Administrators at tournament sites

**Handicap and Course Rating Administration**

- Assist with administration of handicap services
- Assist at ratings, and in computer input of data and production of rating reports for clubs

**Membership administration**

- Work with current members on accessing all benefits of membership
- Work with Communications Director on social media strategies for engaging new and current members

**Strong consideration will be given to individuals who:**

- Demonstrate excellent communication skills;
- Have strong computer skills (website, graphic design, publishing software knowledge a big plus);

**DEADLINE TO APPLY:** Monday, Feb 3<sup>rd</sup> or until position is filled (whichever is later)

**COMPENSATION:** \$14 per hour

**PLEASE APPLY ONLINE VIA THE LINK OR EMAIL RESUME AND COVER LETTER TO:**

Chad Pitts, Executive Director - [cpitts@iowagolf.org](mailto:cpitts@iowagolf.org)

**Employer of Record & Personal Information:** *As a PJ Boatwright intern, you acknowledge that you will be employed by the Iowa Golf Association and not the USGA. However, given that the USGA provides grant funding to the Iowa Golf Association in support of the PJ Boatwright Internship Program, you understand and agree that any information you provide in this application may be shared with the USGA, subject to the [USGA Privacy Policy](#), and with the Iowa Golf Association.*