



LADIES NATIONAL GOLF ASSOCIATION

2022 LNGA Internship (6-months)

Job Description

POSITION TITLE: Operations and Communications Intern
REPORTS TO: LNGA Board of Directors; MAGA, Executive Director
WORKS WITH: Staff, Volunteers, and Event Participants
STATUS: 6-month Full-Time Internship
APPROXIMATE DATES: March 1 – August 31

JOB DESCRIPTION: The **Ladies National Golf Association (LNGA)** is seeking a qualified candidate for the position of Operations and Communication Intern. Candidates must be motivated and enthusiastic individuals with an interest in the administration of championship golf, good organizational and problem-solving skills, and a strong background with social media relations, writing/editing news stories, and website maintenance. LNGA is based in St. Louis, Missouri at the offices of its AGA Partner, the Metropolitan Amateur Golf Association (MAGA).

Working under the direction of the LNGA Board of Directors and MAGA Executive Director, the intern will be exposed to all aspects of the administration of amateur golf. It includes but is not limited to: tournament administration and tournament communication administration.

PRIMARY COMMUNICATION RESPONSIBILITIES:

- Maintain a working knowledge of LNGA's website and social media accounts
- Maintain a productive working relationship with all MAGA Staff, LNGA Board and Volunteers
- Attend LNGA Championships
- Support MAGA Executive Director with assignments as requested
- Write, edit, and design materials and stories for the website and social media accounts.
- Photograph and take video at LNGA related events

PRIMARY OPERATIONS RESPONSIBILITIES:

- Maintain a working knowledge of all LNGA programs and services through MAGA
- Support MAGA Staff and LNGA Board with course setup for all LNGA Championship
- Aid LNGA Committees with needs
- Compile and maintain championship records and files using the LNGA Google Drive
- Administer programs and managed events with on-site presence including

ADDITIONAL RESPONSIBILITIES:

- Ability to live in the Metropolitan St. Louis region during the internship
- Participate in staff projects that may be outside primary responsibilities
- Assist MAGA Staff and in conduct of MAGA Championships, USGA Qualifying Rounds

QUALIFICATIONS/SKILL SETS:

- College graduate or attending a 4-year university seeking a degree in Communications, Journalism, Marketing, Public Relations, or a related field
- Ability to effectively communicate with staff, volunteers, event participants
- Computer literacy with working knowledge of Microsoft Office, WordPress, and social media applications (Twitter, Facebook, Instagram)
- Exceptional organizational skills with strong attention to detail
- Must be comfortable interacting with people on a regular basis
- Ability to work independently with minimal supervision and adhere to deadlines
- The applicant must be willing to travel to the two (2) LNGA Championships
- Knowledge of the game of golf preferred
- Must have reliable transportation
- Ability to work a flexible schedule (Early mornings, evenings & weekends)

PHYSICAL REQUIREMENTS:

- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures with direct sun exposure
- Use of hands with computers for updating LNGA's website and social media sites
- Must be able to operate a golf cart

COMPENSATION & BENEFITS:

\$2,000 per month (based on 40 hours/week)

LNGA Apparel

APPLICANT PROCEDURE:

Interested applicants should email cover letter and resume to curt@metga.org