



# Canadian Junior Golf Association

*Your Future Starts Here*

170 West Beaver Creek Rd, Unit # 6, Richmond Hill, Ontario, Canada L4B-1L6

Toll Free 1-877-508-1069 ♦ Telephone 905-731-6388 ♦ Fax: 905-731-6058

Website: [www.cjga.com](http://www.cjga.com) ♦ e-mail: [info@cjga.com](mailto:info@cjga.com) ♦ [www.facebook.com/cjga.ca](https://www.facebook.com/cjga.ca) ♦ [www.twitter.com/cjga](https://www.twitter.com/cjga)

## COMMUNICATIONS & MEDIA ASSISTANT

The position is intended for college/university students and requires continuous travel over four months that is very demanding, yet very rewarding. Successful candidates will learn how to promote the association through marketing techniques and social media. The Communications & Media Assistant (CA) will contribute to the daily communication tasks of the CJGA by working within the CJGA Media department in the areas of photography, videography and communications. The CA will also assist in all tournament operations.

### **Duration**

Full Time (40-60 hours per week)

Late April – Early September (17-20 weeks. Exact dates to be determined)

### **Responsibilities**

- Research, write and distribute media releases
- Ensure press releases are posted on web site and sent to local media contacts
- Build media contact lists in provinces where CJGA conducts events
- Assist with design, composing stories, developing content for CJGA Junior Golf News (online digital magazine)
- Update CJGA social media accounts including Facebook, Instagram, Twitter, [www.cjga.com](http://www.cjga.com) and YouTube
- Interview top junior golfers for player profiles
- Research story ideas related to junior golf development
- Contribute and update CJGA tournament media guides
- Manage photo requests for the department
- Editing and proofreading of CJGA publications and marketing materials
- Assist in filming and editing videos for CJGA programs and members
- Assist with maintaining inventory and tournament equipment levels

### **Additional Responsibilities**

- Driving tournament van and trailer
- Assist in tournament operations at CJGA events
- Golf course set-up & preparation including officiating
- Assist in the daily operations of the Canadian Junior Golf Association's head office

### **Requirements**

- Basic knowledge of the game of golf & Rules of Golf
- Strong writing, communication and public relations skills
- Strong organization and time management skills
- Strong computer and digital camera skills (Microsoft Word & Excel, Publisher)
- Strong social media skills (Twitter, Facebook, Instagram, YouTube)
- Possess G license to drive tournament van and trailer (Clean driving record)
- Excellent interpersonal skills as well as creative thinking skills.
- Ability to work long flexible hours

### **Compensation & Benefits**

- Monthly honourarium
- Food & hotel expenses when required to travel outside the office area
- Transportation to and from events from head office
- Staff uniforms provided by Nike Golf
- Opportunity to meet and work with current and future PGA, LPGA, Web.com and Mackenzie Tour players
- Opportunity to travel across Ontario and Canada
- Opportunity to network with professionals in the industry

Please forward cover letter and resume to John Lawrence, Managing Director of Tour Operations, at [john.lawrence@cjga.com](mailto:john.lawrence@cjga.com) before January 31<sup>st</sup>, 2017 by e-mail only. The Canadian Junior Golf Association would like to thank all applicants but will contact only those who will be invited for an interview.