



# Canadian Junior Golf Association

*Your Future Starts Here*

12481 Bathurst Street, Richmond Hill, Ontario, Canada L4E 2B4  
1-800-598-CJGA (2542) or 647-812-8522 ♦ Direct 416-708-8705

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)

## CO-ORDINATOR, MEDIA RELATION INTERN

This position is intended for college/university students and involves travel during the time indicated under Duration. This job is very demanding, yet very rewarding. Successful candidates will obtain experience in event management, member services, media relations, press releases and will learn how to professionally conduct a golf tournament from the planning stages to the execution of the event. Candidates will be guided through conduct involving a professional and mature attitude in dealing with members, parents, golf course professionals, sponsors and other staff. The Co-Ordinator, Media Relations Intern will report to the CEO, Manager of Tour Operations and Assistant of Tour Operations while at events.

### Duration

- Seasonal Full Time (40-44 hours per week)
- April 8- August 31 plus some weekends after August 31<sup>st</sup>, 2024

### Duties and Responsibilities

- Use of marketing abilities to market and develop brand awareness of the Canadian Junior Golf Association along with press releases, and utilization of journalism abilities.
- Assisting media department in areas of writing and media relations.
- Production of junior golf magazine articles, online newsletter and articles related to each event conducted.
- Internet Responsibilities: Maintenance of Website, Design, Facebook, Twitter and other social media.
- Responsible for communication in various languages and with various cultural backgrounds using their own cultural background.
- Will also assist Tournament Ops in conducting tournaments
- Assist in the daily operations of the Canadian Junior Golf Association's head office
- Assist with other CJGA functions including: Public Relations, Membership Development, Marketing, Sponsorship Activation, Communications, Scoring Systems and Customer Service.

### Requirements

- Computer skills, Microsoft Word, Excel, Photoshop, Acrobat, and Design Software (Quark, Adobe Indesign) a plus.
- Social Media Skills
- Some knowledge of the game of golf & Rules of Golf – Level 2 online test
- 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)
- Strong skills in Photoshop and photo editing
- 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

- Bi-weekly honorarium
- Per Diem when required to travel outside the office area (All information related here in the Employee Manual)
- Transportation to and from events from head office
- Staff uniform
- Opportunity to meet and work with current and future PGA Players
- Opportunity to travel across Ontario and possibly Canada/Abroad
- Opportunity to network with professionals in the industry
- Opportunity to gain valuable experience in the event management field
- Will gain valuable experience working with young people and organizing volunteers.



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- Will gain valuable experience towards their career goals and careers.
- Will be able to use their work experiences to develop and improve their personal skill levels, and prepare them through real lifetime experiences for the labour market.
- Will gain valuable experience working with the media, young people and helping organize volunteers.
- Will gain valuable experience towards their goals and careers.

Please send your resume to CJGA CEO [earl.fritz@cjga.com](mailto:earl.fritz@cjga.com) via e-mail. All resumes will be reviewed and candidates will be contacted for a ZOOM interview.