



**SOUTHERN CALIFORNIA GOLF ASSOCIATION
2016 P.J. BOATWRIGHT JR. INTERNSHIP POSITION**

POSITION: Governmental Affairs/Public Affairs Intern

ORGANIZATION: The SCGA is among the largest of the nation's state/regional golf associations. Founded in 1899, the Association provides membership services to 434 golf facilities and more than 140,000 members.

TERM OF INTERNSHIP: Four (4) months beginning August 2016

LOCATION: SCGA headquarters in Studio City, CA

PURPOSE: To provide a comprehensive introduction to the Association's advocacy and public policy functionality as well as the industry's functionality through the Association's partnerships with allied industry organizations and the California Alliance for Golf.

JOB DESCRIPTION:

- Assist and work closely with the SCGA's Director of Governmental Affairs in pursuit of his duties, including but not limited to the following of his ongoing functions:
 - Service on myriad municipal boards, commissions and committees;
 - Leadership of various "golf & water task forces" that meet regularly with public utilities and water providers to accommodate emergency restrictions, provide regulatory/legislative input and work over time to reduce the water footprint of the golf industry in a manner conducive of sound business and agronomic practice;
 - Interaction with the Association's allied associations, organizations and business interests in distilling and then pursuing the policy, legislative and regulatory interests of the Association and industry in the public arena;
 - Production of news, public policy, legislative and regulatory updates/reports to the 100 + members of the SCGA Governmental Affairs Committee, allied organizations, and subscribing businesses;
 - Liaison with the state's umbrella advocacy organization California Alliance for Golf (CAG) and its public relations/lobbying firms Englander, Knabe & Allen in Los Angeles and Rice/Englander in Sacramento;
 - Tracking of the myriad legislative, regulatory and administrative agencies/bodies that control the fate of the game/business at local, regional and state levels;
 - Meet with legislators, regulators, and staffers; and
 - Respond to media requests.
- Assist with the research and production of written materials – formal comment letters, magazine articles, electronic communications, public affairs newsletters, and club communications.
- Assist with the administrative functionality of the SCGA Governmental Affairs Department and the California Alliance for Golf.
- Introduction and modest immersion in the core functions of a state/regional golf association.

QUALIFICATIONS: Applicants must have a strong interest and aptitude for public policy, public administration communication, both oral and written, and they should possess basic proficiency with MS Office programs. A Bachelor's degree (BA or BS) from a college or

university is strongly preferred. SCGA and/or USGA employees, officials or their relatives as well as past USGA grant recipients are not eligible for consideration. Applicant may be asked to partake in an orientation at USGA headquarters in New Jersey.

COMPENSATION: \$14.43 per hour for the four-month internship with additional benefits.

HOUSING &
TRANSPORTATION: The Intern must arrange for housing in the Los Angeles area and provide for his/her own transportation. The Intern will be reimbursed for all related expense when traveling on SCGA business and reimbursed for the use of a personal automobile while on Association business. Occasional travel within Southern California is required.

ATTIRE: Casual, business-type attire when in office; business attire for certain formal outside activities.

PERSONAL COMPETENCIES:

To perform the job successfully, the intern must demonstrate the following competencies: Perform multi-tasks under pressure; adhere to time deadlines; analyze and process diverse information; identify and resolve problems in a timely manner; listen to others and solve conflicts; integrate diverse viewpoints and opinion in working with staff, Board of Directors and industry stakeholders; speak clearly and persuasively and demonstrate group presentation skills; convey a demeanor that is professional yet approachable; participate in teams and support others; adapt well to changes in the work environment and implement effective changes to improve performance; look for ways to improve and promote quality; work within approved budgets; prioritize and plan work activities; demonstrate thoroughness; and meet production and quality standards of SCGA Governmental Affairs.

PHYSICAL COMPETENCIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to communicate in performing the majority of the work, as well as demonstrate basic functionality in using telephone, computer keyboard, mouse and calculator while seated at a desk. The employee frequently moves within the building to interact with fellow employees. The employee must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.

SEND RESUME &
COVER LETTER TO: Craig Kessler
Southern California Golf Association
3740 Cahuenga Blvd.
Studio City, CA 91604

Or

EMAIL: ckessler@scga.org

APPLICATION PERIOD: All applications must be received by 5:00 PM (PDT) July 8, 2016