



SCGA Junior Internship

Job Title:	Events, Communications and Donor Relations Intern
Organizational Unit:	SCGA Junior
Reports To:	Executive Director
Date:	Available immediately – 3-6 Month Position
Hours:	Office hours available Monday through Friday and some weekends
Compensation:	\$10/per hour (up to 24 hours per week).

SCGA JUNIOR

Founded in 1983, SCGA Junior is the philanthropic arm of the Southern California Golf Association, one of the nation's oldest and largest regional golf associations with more than 150,000 individual members who belong to more than 1,200 clubs throughout Southern California and Baja California.

JOB SUMMARY

The SCGA Junior events, communications and donor relations intern assists staff with the daily administration of the organization including communications, marketing, database management, tracking, filing, grant writing, and written and verbal communication with community partners, members, and volunteers. This internship supports fundraising efforts related to annual giving, PGA/LPGA charitable ticket sales and special events including the Shootout (7/25), the Metro League Fall Championship (8/22) and the Annual Golf Tournament (9/26). Golf experience is preferred. Strong database skills and familiarity with auctions are a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with the development of communication plans for donors and special events.
- Assists with special events planning and day of support; Shootout and Annual Golf Tournament.
- Assists with procurement of items for special event auctions, and provides support in creation of signage, displays and other materials relevant to its success.
- Assists with SCGA Golf Raffle
- Assists with online donor database, e.g., updating donor records to record gifts, updating campaigns and events, entering new contacts, volunteers and organizations.
- Generates donor acknowledgement letters from donor database, facilitates printing and mailing.
- Assists the Executive Director on all aspects of development activities as needed.
- Supports several community outings, youth instruction and programming days.

EDUCATION & EXPERIENCE

Candidate must have or be pursuing a 4-year degree in Marketing, Communications, Business, Non-Profit Management, Social Work, Sports Management or related field. Candidate must also have prior experience with community or volunteer work. A desire to work in the non-profit sector or golf industry upon graduation is preferred. Candidate should be an independent thinker and highly motivated.

For more information on SCGA Junior please visit scgajunior.org.

Please send resume and cover letter to Kevin Gigax at kgigax@scga.org.