



**Job Title:** Events, Marketing and Development Internship  
**Organizational Unit:** SCGA Junior  
**Reports To:** Executive Director  
**Date:** 9 months starting in September  
**Hours:** Monday-Friday; 7:30-4:30  
**Compensation:** \$2,500 per month plus benefits

### **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.

### **MISSION**

To engage under-served youth in the lifelong benefits of golf so that they can achieve their dreams and potential.

### **GOALS**

- Create affordable access to golf for all youth
- Instill integrity, character, and responsibility in youth through the game
- Provide educational opportunities for youth from fifth grade to college
- Help develop healthy and active lifestyles
- Inspire a passion for life-long learning in youth

### **JOB SUMMARY**

This internship will support all functions of development/fundraising for SCGA Junior and provide assistance to the Executive Director as well as support the SCGA Communications and Marketing team with a particular emphasis on SCGA Junior communications, event marketing, and SCGA membership engagement. The position will focus on administering the SCGA Junior donor database including donor acknowledgements, donor retention, reporting and donor communications. The position will do regular grant research on behalf of SCGA Junior and will support submission of grants and reporting requirements on a regular basis. The intern will also work closely with the SCGA Communications and Marketing team to include assisting with events and activities such as Dodger Night, Roger Dunn Night and PGA TOUR events. The intern will assist with community relation projects as they arise within both departments. This position will also support the expansion of all SCGA Junior programs and initiatives as well as serve as a representative for the SCGA and SCGA Junior to members, donors and the public by performing the duties as outlined below. To be successful in this position, the intern will have to be self-motivated, work well in a team, have an entrepreneurial spirit, and have the desire and passion to help SCGA Junior continue to grow.

### **EDUCATION & EXPERIENCE**

Candidate must have completed a bachelor's degree. Candidate must also have prior experience with community or volunteer work. A desire to work in the non-profit sector or golf industry is preferred. Golf experience is preferred. Candidate should be an independent thinker and highly self motivated.

Please send resume and cover letter to Kevin Gigax at [kgigax@scga.org](mailto:kgigax@scga.org) no later than Sept. 1, 2016.