



SCGA Youth on Course Internship

Job Title:	Communications and Development Intern
Organizational Unit:	SCGA Youth on Course
Reports To:	Executive Director/Development Coordinator
Date:	Available immediately – 4-6 Month Position
Hours:	Office hours available Monday and Wednesday
Compensation:	\$10/per hour (up to 16 in office hours per week paid). Additional responsibilities will be in the field.

SCGA YOUTH ON COURSE

Founded in 1983, SCGA Youth on Course is the philanthropic arm of the Southern California Golf Association, one of the nation's oldest and largest regional golf associations with more than 160,000 individual members who belong to more than 1,200 clubs throughout Southern California and Baja California.

JOB SUMMARY

The SCGA Youth on Course communications and development 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. Golf experience is preferred. Strong database skills and familiarity with auctions are a plus.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 with PGA Ticket Sales, e.g., marketing, purchase fulfillment, and events.
- 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 the Development Coordinator on all aspects of development activities as needed.
- Supports several special events, community outings, 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 Youth on Course please visit www.scga.org/yoc.

Please send resume and cover letter to Lexie Jones at ajones@scga.org.