



## SCGA Junior Internship

<b>Job Title:</b>	Events, Communications and Donor Relations Intern
<b>Organizational Unit:</b>	SCGA Junior
<b>Reports To:</b>	Development Coordinator
<b>Date:</b>	Available immediately – 3-6 Month Position
<b>Hours:</b>	Office hours available Monday, Wednesday and some weekends
<b>Compensation:</b>	\$10/per hour (up to 16 hours per week). Additional responsibilities (up to 8 hours) will be in the field.

### SCGA YOUTH ON COURSE

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. 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 the development of communication plans for donors and special events.
- Assists with special events planning and day of; Golf Marathon and Member Junior Shootout.
- 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 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](http://scgajunior.org).

Please send resume and cover letter to Lexie Jones at [ljones@scga.org](mailto:ljones@scga.org).