



### **Internship Job Posting – May 16<sup>th</sup>- August 5<sup>th</sup>, 2022**

A paid internship with First Tee headquarters offers you career-building experience with a growing team. You'll handle real projects and start building your resume with solid credentials. You can plan to receive college credit along with \$15.00/hour. Our office hours are Monday – Friday, 9:00 AM – 5:00 PM

We are currently planning to have interns work 5 days a week in the office from May 16<sup>th</sup> – August 5<sup>th</sup>, 2022.

**COVID -19 Vaccination Protocol:** We require employees to either provide proof of full vaccination or to comply with mandatory safety protocols for unvaccinated employees, including regular COVID-19 testing at personal expense and wearing a face covering at work, regardless of reason for not obtaining the vaccine.

**In your cover letter please mention which area of the business you are interested in:**

#### **Advancement (Fundraising)**

- Partner activations – tracking and reporting
- Website – partner spotlights and intranet features
- Network Summit – vendor tracking, invoicing, promotions, etc.
- Raiser's Edge data management
- Assist with prospect research and data entry
- Prospect list maintenance

#### **Business Operations (Events, IT, Office Management, HR, Legal, Enterprise Risk Management, Diversity Equity & Inclusion)**

- Assist with online participant application and selection process for national events
- Manage participant travel and transportation logistics for summer events
- Assist in reviewing event specific participant biographies for print and marketing collateral
- Processing event orders and invoices
- Business/Office administration
- Data quality management

## **Marketing & Communications**

- Write stories and make updates to websites
- Draft PR resources (releases, bios, talking points)
- Write and post social media content
- Assistance with PowerPoint presentations
- Monitor and compile media clippings
- Compile analytics for website, social media and other campaigns
- Transfer evergreen toolkit creative into Canva templates
- Outreach to chapter to gather content for future web/social needs.
- Help maintain Intranet content (identifying old pages/documents)
- Research best practices from Chapters and spotlight them for others to see on Salesforce Chatter
- Assist with organizing event/marketing shoot photos and b-roll (labeling, storing, putting in backup location, etc.)

## **Network Relations (Programs & Training)**

- Compile and organize network and chapter data
- Update chapter service area maps
- Assemble Coach Training Kit & Folders
- Enter International Coach Training data
- Contribute to updating ACE certification
- Clean up and manage Community Partner data
- Collect & organize feedback from Curriculum Refresh including age-based programs, parent registration, Digital Yardage Book

## **[Apply Today!](#)**

### **About PGA TOUR First Tee Foundation (“First Tee”)**

First Tee ([www.firsttee.org](http://www.firsttee.org)) is a 501(c)(3) nonprofit youth development organization that is supported by the PGA TOUR. Its mission is to impact the lives of young people by providing educational programs that build character and instill life-enhancing values through the game of golf. Since its inception in 1997, First Tee has expanded to reach more than 3.6 million young people annually through its chapter network, in schools and at youth centers.

Headquartered in Ponte Vedra Beach, Florida, USA, programs are delivered in all 50 United States and select international locations. President George W. Bush serves as Honorary Chair.