



**Marketing & Communications Intern
(Part Time/Temporary)
First Tee - Phoenix**

Chapter Overview

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, elementary schools, and youth centers in the community.

Mission Statement

First Tee – Phoenix provides opportunities for all youth to achieve success in every aspect of life, through the game of golf.

Job Summary

First Tee – Phoenix is looking for a Marketing and Communications Intern to assist our growing Chapter. Learn about marketing and communications in a non-profit and sports industry setting. Provide support for First Tee – Phoenix’s website, social media, and communication efforts. Participate in meetings to develop social media strategies, help complete specific marketing tasks and attend events as needed.

Key criteria for success in position:

- *Hard working*
- *Creative*
- *Desire to learn*

Responsibilities

- Provide support to the Marketing & Communications Manager
- Assist with the design and execution of social media campaigns
- Create and grow social media presence/profile
- Create compelling graphics to share across social channels
- Update website as needed
- Assist with events as needed
- Other duties as assigned

Qualifications/demonstrated ability to

- Classes in graphic design/marketing/social media/communications
- Experience with social media influencing
- Preferred: Experience with photography
- Preferred: Experience with digital marketing
- Preferred: Effective use within WordPress, Constant Contact, Canva, Adobe, Microsoft Office, Golf Genius, Twitter, Facebook, Instagram, LinkedIn, TikTok, YouTube and Google+
- Ability to lift 20 lbs and stand and walk for hours
- Preferred: Drivers license and vehicle

Seniority and reporting

Marketing & Communications Intern reports to the Marketing & Communications Manager.

Salary range and job type

- Part Time (15-20 hours a week)
- \$15/hour
- Paid mileage when asked to attend special events

How to apply

Send your resume, list of a minimum of three references, and a cover letter detailing your experience related to the responsibilities and qualifications, including your social media handles, to jobs@firsttee phoenix.org.

Equal Employment Opportunity Statement

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.