



Western Pennsylvania Golf Association

Employment Opportunity – P.J. Boatwright, Jr. Internship (3 months)

Communications & Women's Golf

### **Overview**

The Western Pennsylvania Golf Association was founded in 1899 to advance the interests and spirit of the game of golf and to encourage a spirit of harmony and cooperation among golf clubs and other related associations. Started by members from five clubs, the association now has over 200 member clubs and nearly 32,000 individual members. Primary activities include the administration of the World Handicap System, educational programs for members and club employees, the sharing of information and the conduct of championships. We also administer the WPGA Scholarship Fund to provide tuition assistance to employees of our Member Clubs.

**Job description:** This internship will assist with communications and women's golf.

### **Duties and Responsibilities:**

- Draft and edit content for all social media platforms, including written posts and graphics, and photography at WPGA competitions
- Assist WPGA staff in preparation and conduct of WPGA Play Days
- Assist in maintenance and update of WPGA databases
- Assist writing and editing of articles, press releases and event recaps, of WPGA competitions for use on our website and social media, as needed
- Assist with the conduct of Women's Golf Association of Western Pennsylvania competitions, including preparation of materials and championship administration

### **Qualifications**

- Background in the game of golf
- Strong work ethic and willingness to learn
- Strong written and verbal skills
- Understanding of staff/volunteer relations
- Computer skills
- Working knowledge of social media
- Valid driver's license and reliable transportation

**Location:** WPGA, 930 North Lincoln AVE, Pittsburgh, PA 15233

**Compensation:** \$2,000 per month based on 40-hour work week

**Benefits:** Standard expense account for transportation, food, lodging and related expenses

**Application Deadline:** This position will remain open until filled.

**Apply:** Please forward a cover letter and resume by mail or email to:

Terry Teasdale, Executive Director  
Western Pennsylvania Golf Association  
930 North Lincoln AVE  
Pittsburgh, PA 15233  
Email: [tteasdale@wpga.org](mailto:tteasdale@wpga.org)

The Western Pennsylvania Golf Association is an Equal Opportunity Employer