



### **Marketing Intern**

As our Chapter's Marketing Intern, your role is to support the Chapter's Marketing Director and staff to help grow awareness of our programs. We are looking for a strong leader that is experienced in executing marketing initiatives and campaigns through email and social media, designing physical marketing collateral, and supporting our Chapter's events throughout the year.

#### **Primary Duties:**

- Traveling to classes 1-2x a week to capture footage for social media.
- Work with the Chapter's Marketing Director to outline and execute the Chapter's yearly social media content calendar.
- Create and design content to post on social media each week, per the Chapter's social media content calendar.
- Run Instagram advertisements to help spread awareness and increase participation at our Green Grass and Girls Golf programs.
- Manage the Chapter's website per First Tee Home Office's standards. This includes updating schedules, content and event information as needed.
- Design and create marketing and promotional materials for the Chapter: flyers, invitations, brochures, newsletters etc.
- Responsible for designing and ordering signage for programming locations and events throughout the year.
- Work with the team to support our events calendar. This includes both fundraising efforts and youth programs.
- Support the organization through PR outreach throughout the year

#### **Qualifications:**

- 1-2 years of experience with Adobe Creative Suite (portfolio required).
- 1-2 years of experience managing social media campaigns and paid marketing advertisements.
- 1-2 years of experience with Canva (portfolio required).
- A self-starter that is passionate about giving back to the community.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.