



2022 Summer Internship Program

We are seeking applicants for the following summer internships:

Digital Content Intern (1 Position) – May to August

- Serve as the digital content lead for national/regional golf championships across Canada;
- Produce creative assets for Golf Canada's web, digital and social channels (i.e. short-form video, animation, long-form video, infographics);
- Capture footage at Golf Canada events; experience with SLR camera;
- Capture, tag, and process photography at Golf Canada events;
- Experience with Adobe Creative Suite (Photoshop, Premiere, After Effects, Illustrator, Lightroom);
- Must be comfortable telling stories via Golf Canada's platforms (Twitter, Instagram & Facebook);
- Coordinate and support Golf Canada staff members with creative in a timely matter;
- Assist with communications initiatives for Golf Canada's professional golf championships (RBC Canadian Open & Canadian Pacific Women's Open);
- Develop digital content for publications & online properties (golfcanada.ca, eGolf Canada, etc.);
- Including but not limited to, post-round updates for LPGA Tour, PGA TOUR and other golf tours;
- Assist with social media monitoring and messaging;
- Background in production, or digital considered an asset;
- Evening and weekend hours are required to cover Canadian and relevant global golf news;
- Some travel may be required.

Media & Public Relations Intern (1 Position) – May to August

- Serve as the media contact for national/regional/qualifying golf championships across Canada;
- Facilitate relationships with journalists at Golf Canada championships;
- Create and maintain local, regional, and national media databases;
- Update/produce media guides for Golf Canada championships;
- Create player programs for Golf Canada championships;
- Research, write, and distribute media releases in a timely manner;
- Assist with communication initiatives for Golf Canada's professional golf championships (RBC Canadian Open & Canadian Pacific Women's Open);
- Develop written content for Golf Canada's publications and online properties (i.e. golfcanada.ca, Golf Canada Magazine, eGolf Canada, etc.);
- Including but not limited to, post-round updates for LPGA Tour, PGA TOUR and other golf tours;
- Must be comfortable posting through Golf Canada's platforms (i.e. Twitter, Instagram, Facebook);
- Knowledge of HTML and Wordpress is considered an asset;
- Background in communications, public relations or journalism is considered an asset;
- Evening and weekend hours are required to cover Canadian and relevant global golf news;
- Some travel may be required.

Partnerships Intern (2 positions) – May to August

- Reporting to the Manager, Partnerships. Provide support to the Manager and Senior Manager, while working with Golf Canada's sponsors as a key member of the Partnerships team;
- Individual will act as the primary support for completion of fulfillment for all Partners;

- Support the development and execution of sponsor service plans as per their respective agreements including the timely and accurate fulfillment of all contractual obligations;
- Support the planning and execution of the Honorary Observer and Inside the Ropes programs, Champion's Reception invitations and Monday After the Open Golf Experience at the respective Opens.
- Correspond with Golf Canada's Partners as directed by Manager, Partnerships on agreement deliverables, brand approvals, event invitations and various partner programs;
- Assist with the planning, development and fulfillment of sponsor activations for the RBC Canadian Open, Canadian Pacific Women's Open, CP Women's Leadership Summit and other Golf Canada properties;
- Provide assistance with the planning and execution of the CP Women's Leadership Summit
- Maintain high quality, up to date materials on all assigned properties;
- Prepare sponsor fulfillment reports and establish templates (i.e. gathering and populating metrics, results, photos, etc.);
- Provide administrative support in the following areas:
 - Development and maintenance of sponsorship binders, which includes all current contracts and key dates;
 - Compile photos, images, branding samples, track all delivered benefits, any added value items and prepare sponsor reports;
 - Research sponsor prospect businesses and support preparation of sponsor presentations;
 - Filing, binding, printing, photocopying and other duties as assigned.

Sales Centre Intern (2 positions) – April to September 1st

- Receive in-bound and place out-bound calls to sell 2022 RBC Canadian Open & CP Women's Open tickets;
- Work with Professional Championships & Sales teams to manage on-site corporate hospitality customer requirements for 2022 RBC Canadian Open;
- Responsible for receiving, processing, packaging and reconciliation of orders for the RBC Canadian Open, CP Women's Open and other Golf Canada Programs;
- Ability to assist with other Golf Canada programs as required, including corporate hospitality;
- Work & Support our Admissions, and Accreditation Tents at the RBC Canadian Open.
- Assist with reception and mailroom coverage;
- Assist with communication, and support our customers in our mobile ticketing initiatives.
- Assist with set up, testing and bug fixes to our App integration with ticketing and mobile ordering.
- Assist with set up, and testing of our RFID solutions.
- Customer service and Sales/Marketing/Telemarketing/Customer Service experience is considered an asset.
- Other duties as assigned.
- Some weekends and nights required.

Female Participation Intern – (1 position) – May to August

Golf Fore the Cure Programming

- Provide customer service to Golf Fore the Cure (GFTC) site coordinators, program stakeholders and partners;
- Responsible for recruiting and retaining GFTC facilities through cold-calling and emails;
- Responsible for coordinating packaging, shipping and tracking of event kits to all GFTC sites;
- Responsible for gathering prize donations and securing sponsors for the GFTC National Event;
- Assist in organization and execution of the GFTC National Event.

Additional Responsibilities

- Support the growth of Golf Canada's new female participation strategy;

- Assist with organization and execution of events and activations at Golf Canada's Professional Championships, including the Junior Skills Challenge National Event, RBC Canadian Open, Golf Canada's Walk with a Pro event, and other junior initiatives;
- Assist with program reporting and data collection
- Other duties as required.

High Performance Sport Intern – (1 position) - August to December

- The High Performance Sport Intern works closely with the high performance staff and coaches to deliver logistical support and coordinate the administration of Golf Canada's player development program in four main areas:
 1. Junior Squad Selection Camp (TBD late August/early September, Ontario)
 - Assist with logistical support for the annual junior selection camp including booking accommodation, arranging ground transportation, planning meals at the course, and supporting tournament administration.
 - Communicate with athletes and parents to confirm travel arrangements and ensure necessary documentation is completed.
 2. Team Canada Selection Administration
 - Research results, rankings and other performance factors for players being considered for the 2023 Team Canada program and compile selection packages.
 - Attend the selection committee meetings to record minutes and prepare post-selection documents.
 3. New Player Onboarding
 - Communicate with athletes selected to the 2023 player development program and coordinate the necessary onboarding documentation.
 - Assist with the delivery of player orientation sessions with high performance staff.
 - Manage requirements for Sport Canada's Athlete Assistance Program (AAP) and anti-doping education through the Canadian Centre for Ethics and Sport (CCES).
 4. Team Uniforms
 - Fulfill gear and equipment requests from players and coaches.
 - Manage inventory of current gear and equipment.
 - Assist with the 2023 uniform ordering process.
- Other duties as required.
- A competitive golfing background is an asset for this position but not a requirement;
- The High Performance Sport Intern must be fully vaccinated as per the Golf Canada COVID-19 Vaccination Policy for Team Canada athletes, coaches and staff.

REQUIRED SKILLS AND ATTRIBUTES:

The successful candidates for all of these positions will be enthusiastic, self-starters with:

- Strong computer skills in Microsoft Office Suite and MS Outlook;
- Superior communication skills (written and verbal);
- Capable of working with minimal supervision;
- Strong ability to be professional, responsible and tactful;
- Customer service experience is preferred;
- Golf knowledge is considered an asset;
- Bilingualism (French and English) is considered an asset.

APPLICATION DETAILS:

Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

NO PHONE CALLS PLEASE. For consideration, candidates must **apply to only one (1) position** and forward a detailed resume and cover letter by **11:59 PM ET Sunday, January 30th 2022** using the following details:

- Email: resumes@golfcanada.ca
- Subject: Human Resources – (Indicate position)

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.