

Summer Student Opportunity: Marketing Communications Assistant

Duration: Core duration required from April 22 until the end of August, with part-time assistance needed starting early March (part-time work could be completed from a remote location if necessary).

Location: Uxbridge, ON with travel throughout the province

GOLF ONTARIO (GO) is currently seeking applications for a Marketing Communications Assistant for the 2019 Golf Season. This is a seasonal contract position, intended for a college/university student, with the period of employment starting early March, part-time and full-time from April 22 to the end of August. Reporting to the Manager, Marketing Communications, the successful candidate will be a highly motivated team player, with excellent verbal and written communications skills.

General Job Description: This position is responsible for supporting the internal and external marketing of Golf Ontario and may require travel throughout the province, with some weekend work and extended hours.

Overall Responsibilities include but are not limited to:

- **Championship Coverage and Support:** on-site attendance at the majority of our championships. Marketing support and coverage of key championship details and reporting.
- **Media and Public Relations:** prepare press releases on GO matters, maintain and grow media database.
- **Social Media Management:** manage and create strong content for GO's social media channels.
- **Photography:** creating and archiving photo & video library of GO events and initiative. Attend GO competitions to build photography and video content.
- **Website Coordination and Design:** assist with developing key GO and program websites including: maintenance, posting of information, standardization of appearance, updating content.
- **Event/Programming Communications Support:** create communication plans and marketing materials to support and optimize existing programs or events.

Qualifications and Requirements

- Strong communication skills
- Strong digital and social media experience
- Technical skills – design and creative skills
- Ability to manage multiple tasks and prioritize effectively
- Strong people management skills for dealing with media/external partners
- A valid Ontario Driver's License and access to personal vehicle
- Be registered as full-time student in a community college or university in 2018-19 academic year and intend to return to school on a full-time basis in the 2019-2020 academic year

Application Details

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

Qualified/Interested candidates should forward a detailed resume and cover letter with relevant experience and salary expectations, in a MS Word or Adobe PDF format, by Friday February 22, 2019 using the following details:

Email: jobs@gao.ca

Subject: Summer Student, Marketing Communications Assistant

Golf Ontario 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 905-852-1101.

GOLF ONTARIO

With over 92,000 individual members, 450 member clubs and more than 20 outstanding staff, Golf Ontario is one of the largest golf associations in the world. From rating courses and keeping the integral rules of the game intact, to developing the sport at the grassroots and high performance level, to hosting the best amateur championships in Canada and leading and supporting the Ontario golf community, Golf Ontario is committed to driving more people to play golf, more often, starting at a younger age.