



2019 Summer Internship Program

We are seeking applicants for the following summer internships:

Accounting Intern (1 Position) – May to Dec

- Individual will act as primary support for increased tournament invoicing and accounts payable;
- Assist with expense report compliance & processing;
- Provide customer service and support for spectator services during the RBCCO and CPWO;
- Serve as the primary lead in the implementation of an automated accounts payable processing system integrated between Concur and Sage;
- Ensure timely completion of month-end close procedures, including journal entry processing, reconciliations and account review;
- Processing of accounts receivable payments and bank deposits.

Museum Intern (2 Position; 1 full time, 1 part time) – May to August

- Assist in the accessioning of the museums archival, artifact, photograph, and library collection;
- Enter data on to the external and internal cataloguing systems;
- Assist in covering the front desk of the museum on a regular basis and the main reception desk and/or the museum desk during weekends and holidays;
- Assist with exhibit preparation, staffing off-site exhibits and general filing/maintenance of the archives and museum;
- Digitizing and photographing the collection (including photographs, artifacts, archives, film);
- Research and respond to requests for information;
- Staffing the museum, providing tours and customer service as required;
- Work special events as 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.

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;
- Must be experienced with Adobe Creative Suite (Photoshop, Premiere, After Effects, Illustrator, Lightroom);
- Must be comfortable telling stories through Golf Canada's platforms (i.e. Twitter, Instagram and 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 Golf Canada's publications and online properties (i.e. 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.

Partnerships Intern (2 positions) – May to August

- Provide support to the Manager, Partnerships and Managing Director, Partnerships 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;
- Correspond with Golf Canada's sponsors on agreement deliverables, brand approvals, event invitations and various partner programs;
- Self-motivated to participate in the planning, development and fulfillment of creative sponsor activation ideas for the RBC Canadian Open, Canadian Pacific Women's Open and other Golf Canada properties;
- 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 and prepare sponsor reports;
 - Research sponsor prospect businesses and prepare sponsor presentations;
 - Filing, binding, printing, photocopying and other duties as assigned.

Sales Centre Intern (2 positions) – May to August

- In-bound calls to 2018 RBC Canadian Open ticket buyers to sell/promote 2019 RBC Canadian Open tickets;
- Responsible for receiving, processing, packaging and reconciliation of orders for the RBC Canadian Open, Canadian Pacific Women's Open and other Golf Canada Programs;
- Ability to assist with other Golf Canada programs as required, including corporate hospitality and sponsorship requirements;
- Assist with reception and mailroom coverage;
- Assist with processing, packaging and shipping of Golf Canada E-store orders;
- Customer service considered an asset;
- Some weekends required.

Sales and Hospitality Intern (1 position) – April to June

- Out-bound calls to past RBC Canadian Open ticket buyers to sell/promote 2019 RBC Canadian Open tickets
- Receive in-bound calls for tickets to both Opens in a positive and effective manner with a focus on new business, corporate and up-sell opportunities;
- Work with Professional Championships team to manage on-site corporate hospitality customer requirements for RBC Canadian Open;
- Assist Championships and partnership department with fulfillment corporate hospitality and sponsorship requirements in advance of and during RBC Canadian Open week;
- Sales/Marketing/Telemarketing experience is considered an asset.

High Performance Sport Intern – (1 position) May to August:

- Individual will be responsible for maintaining the National Order of Merit ranking systems;
- Assist with Team Canada & High Performance responsibilities including: fulfilling gear requests, processing expense reports, and NexGen data entry;
- National Order of Merit responsibilities may include:
 - Responsible for four National Order of Merit ranking systems for amateur & junior golf;
 - Researching, cataloging and data entry of all tournament results;
 - Ensuring the most current results are posted on the Golf Canada website;
 - Respond to player/parent questions regarding the National Order of Merit;
- Team Canada & High-Performance Sport responsibilities;
 - Assist with fulfillment of team uniforms, clothing, equipment, etc. for athletes;
 - Assist with the planning and execution of the Team Canada Media Day event, corporate partner golf days and other Team Canada related fundraising initiatives or activities;
 - Assist with processing of player, coaches & sport science expenses.
- Assist with data entry of High Performance training, testing and tournament results data into an online Athlete Management System (AMS);
- Assist with special projects related to High Performance Sport as assigned;
- Assist with servicing Future Links site locations as required;
- A competitive golfing background is an asset for this position but not a requirement;
- Other duties as required.

Future Links Intern – (1 position) May to August:

- Individual will support all Future Link (FL) programs;
- Assist with activation at both Opens, including assisting with the FL Junior Skills National Event, Walk with the Pro event, and other FL activation for junior initiatives on course;
- Work with various stakeholders to identify new ways to market, sell, and deliver Future Links (FL) programs to golf courses across Canada;
- Provide customer service to PGA of Canada professionals running the FL programs as well as teachers running the Golf in Schools (GIS) program;
- Support the GIS programs at the elementary, intermediate, and high school levels through market research, contact with schools, and fulfillment of orders;
- Promote and support the Get Linked initiative;
- Share new ideas and strategies for growing the programs under the FL umbrella;
- Responsible for processing orders and shipping program materials to golf facilities & schools;
- Manage and track inventory levels for all FL materials;
- Assist with program reporting and data collection;
- Maintain and update the FL website;
- Other duties as required.

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.** Interested candidates must **apply to one (1) position only** and should forward a detailed resume and cover letter by **11:59 PM ET Sunday January 13th, 2019** using the following details:

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

Golf Canada has four core values “Respect, Responsiveness, Inclusion, Purposeful” that are an integral part of the recruitment process.

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.

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.