



*Founded in 1912, Alberta Golf has over 50,000 members and a \$1.5 million annual budget. As the provincial sport organization for golf in Alberta, we are committed to realizing the positive impacts of golf on individuals and communities across Alberta. Our vision is that through golf, Albertans will enjoy a high quality of life, improved health and wellness, a strong sense of community, economic benefits and personal fulfillment. The Alberta Golf Foundation awards scholarships on an annual basis to deserving Albertans attending post-secondary institutions.*

## **Event Assistant, Digital Media & Competitions**

*Reporting to the Executive Director, this position will support our competitions department in delivering value to individuals and facilities throughout the province through the planning and execution of best in class competitions as well as digital media support.*

### **Responsible for supporting the following activities and functions:**

- **Competitions:**
  - Support tournament & event preparation requirements;
  - Review existing championships manual, duty rosters, policies and procedures for familiarity and suggest / explore alternative and additional ones;
  - Attend approximately 15-20 golf tournaments and events throughout the province; prepare all event set up requirements including branded material and operations equipment, execute all onsite responsibilities including player registration, starting and scoring, follow up with event take down and pack up;
  - Meet and interact with event participants, hosts and volunteers.
- **Digital Media:**
  - Gain a strong understanding of and subsequently support Alberta Golf Brand Services and Logo Usage Guidelines;
  - Review existing digital and print communication projects for familiarity and suggest / explore alternative and additional ones;
  - Attend approximately 15-20 golf tournaments and events throughout the province; prepare a list of stories for pre-approval and a list of photos to take onsite;
  - Meet and interview event participants, hosts and volunteers;
  - Write follow up stories and publish stories and photos to digital and print mediums.
- **Special Projects:**
  - Support historical research requirements;
  - Support graphic design and brand leadership activities.

**Qualifications:** Skills and experience commensurate with job responsibilities. Knowledge of the golf industry and/or the not for profit sport industry is considered an asset.

**Education:** Having completed or currently enrolled in a post-secondary program in any discipline.

**Type of position:** Full Time Seasonal (*Approximately May 2 – September 1*)



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**Hours of Work:** 8:30 am – 4:30 pm. *This position requires some weekend travel throughout the province as well as longer hours during events. Hours are monitored and adjusted accordingly.*

**Compensation:** \$2,750 per month

**Reports to:** Executive Director/Chief Executive Officer

**Deadline for Applications:** March 10, 2017

Please forward your resume to: Phil Berube by email ([phil@albertagolf.org](mailto:phil@albertagolf.org)) or mail to Alberta Golf - Suite 22, 11410 27 St SE, Calgary, AB, T2Z 3R6.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*