2018 Summer Internship Program

We are seeking applicants for the following summer internships:

Sales Centre Intern (2 positions) – May through August

- In-bound calls to 2017 RBC Canadian Open ticket buyers to sell/promote 2018 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
- 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

Professional Championship Sales and Hospitality (2 positions) – May through July

- Out-bound calls to 2017 RBC Canadian Open ticket buyers to sell/promote 2018 RBC Canadian Open tickets.
- Handle incoming sales calls in a positive and effective manner while recognizing 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 experience (telemarketing) considered an asset.

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
- 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
- Aid 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
- 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 or other duties as assigned

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

- National Order of Merit responsibilities
  - Responsible for maintaining 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
Responding 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 Team Canada 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.

Grow the Game Intern (1 position) – May to August

- Provide customer service to a range of junior golf stakeholders including instructors, parents and facilities for the Future Links Facility Programming
- Provide customer service to teachers running the Future Links Golf in Schools program
- Generate new creative collateral for the Future Links Facility program and Future Links Golf in Schools program.
- Assist in the generation of new ideas and strategies for the growth of the elementary and high school Future Links Golf in School programs
- Work with various stakeholders to obtain and fulfill Future Links Golf In School adoption opportunities with schools across the country
- Responsible for processing, tracking and fulfilling Future Links Facility program and Future Links Golf In Schools online orders
- Manage and track inventory levels of Future Links Facility program and Future Links Golf In Schools materials, merchandise and equipment
- Assist golf instructors in tracking Future Links participant progress online with a content management system
- Assist in planning and execution of junior initiatives at RBC Canadian Open and Canadian Pacific Women’s Open
- Assist in planning and execution of the Future Links Junior Skills Challenge National Event
- Assist in maintaining both Future Links Facility program & Future Links Golf In Schools websites and making updates when necessary
- Assist in creating communications initiatives to promote Future Links programs

Golf Fore the Cure Intern (1 position) – May to August

- Assist in growing the Golf Fore the Cure program across the country
- Responsible for continued communication with Golf Fore the Cure stakeholders and national program sponsors on a week to week basis
- Responsible for recruiting Golf Fore the Cure sites through cold-calling and e-mails
- Responsible for coordinating packaging, shipping and tracking weekly event kit shipments to all sites across Canada
- Provide support to the Senior Coordinator, Grow the Game with the fulfilment of Golf Fore the Cure event product orders
- Responsible for entering all participant information into a database
- Reconcile incoming donations with the Canadian Cancer Society and Quebec Breast Cancer Foundation
- Responsible for updating the Golf Fore the Cure website
- Assist in organizing and executing the Golf Fore the Cure - National Event
- Assist in gathering prize donations and securing sponsor support for the National Event

Information Technology Intern (1 position) – End of April to August

- Provide user support in-person, through email and phone, and via remote desktop
- Maintain proper record of support through helpdesk ticketing system
- Diagnose and repair printer problems and ensure printer supplies are available to staff
- Imaging of reused desktops and laptops
- Proactive support of network services through monitoring software
• Set up new users with phone extensions
• Inventory hardware and software through inventory tracking system and internal wiki
• Support projects of the IT department as required
• Assist with server and web administration
• Research hardware and software for proposed solutions
• Run Ethernet and other computer cabling

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

• Assist in the accessioning of the museum's 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 golf championships across Canada (some travel may be required)
• 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, as required
• Create player programs for Golf Canada championships, as required
• Research, write and distribute media releases
• 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.)
• Must be comfortable posting through Golf Canada’s social media platforms (Twitter, Instagram and Facebook)
• Knowledge of HTML and Wordpress considered a valuable asset
• Background in communications, public relations or journalism considered an asset

Digital/Content Intern (1 Position) – May to August

• Serve as the digital content lead for national/regional golf championships across Canada (some travel required)
• 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 social media platforms (Twitter, Instagram and Facebook)
• Coordinate with staff members to provide supporting 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.)
• Assist with social media monitoring and messaging
• Background in production, or digital considered an asset
Brand & Merchandising Internship (1 Position) – May to August

- Providing direct support to Director, Brand
- Primary focus of this internship is to assist with the planning and execution of the 2018 Golf Canada Tent at the RBC Canadian Open. The RBC Canadian Open is a PGA Tour event and our National Championship which will be hosted at Glen Abbey Golf Club July 23rd – 29th;
- Responsibilities include but not limited to: buying product, tent layout (fixturing requirements), inventory management, on-site/event set-up and take-down and tournament week sales.
- Assist in promotional planning, buying and other key aspects of the Golf Canada Boutique (E-commerce) www.boutique.golfcanada.ca. This includes product selection, placing orders with suppliers, inventory management and managing the e-commerce administration for e-commerce activities. Full training provided on the e-commerce “Open Cart” system;
- Assist with project management needs within Brand and Marketing Services.
- Correspond with golf clubs, key suppliers (ie Titleist, adidas) and/or Golf Canada licensees for all merchandise related requests.
- Assist with various aspects of Golf Canada Official licensed programs which includes any new product initiatives.
- Provide administrative support including the following:
  - Purchase orders and cost transfers (training provided);
  - Other administrative duties as assigned;
- Source and provide product/gifting recommendations for corporate customers and for departments internally;
- Participate in special projects within Brand and Marketing Services as requested.

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
- Capability of working with minimal supervision
- Customer service experience is preferred
- Golf knowledge considered an asset
- Bilingualism (French and English) 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 Monday, February 12th, 2018 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.