



<b><u>POSITION:</u></b>	Marketing & Community Relations Intern
<b><u>JOB TYPE:</u></b>	Seasonal, Full-Time
<b><u>LOCATION:</u></b>	San Antonio, Texas
<b><u>PERIOD:</u></b>	January 3, 2019 – May 31, 2019 (Valero Texas Open week: April 1-7, 2019)
<b><u>COMPENSATION:</u></b>	\$1,250 per month

The Valero Texas Open (VTO) is one of 42 events that make up the world's leading professional golf circuit, the PGA TOUR. The VTO is the 3<sup>rd</sup> oldest event on the PGA TOUR, dating back to 1922. Raising money for charity is a central focus of the PGA TOUR and the Valero Texas Open shares in that mission. Since 1922, the VTO has raised over \$138 million for charity and is one of top three on the PGA TOUR in annual charity donations-with \$12 million donated in 2018.

Each year the VTO attracts 144 of the top PGA TOUR professionals, tens of thousands of spectators each day, millions of television viewers and a list of blue-chip sponsors to TPC San Antonio and the JW Marriott San Antonio Hill Country Resort & Spa in an effort to raise significant funds for charities throughout the South Texas community and beyond.

We are currently seeking motivated, qualified candidates for the 2019 Valero Texas Open.

### **JOB RESPONSIBILITIES:**

Assist & support the Director of Marketing & Community Relations with tasks including, but not limited to:

#### **Marketing & Promotions**

- Coordinate and attend local events as liaison of promotions street team
- Assist with social media awareness
- Maintain media binder: articles about the Valero Texas Open
- Assist with Documentation of Performance Reports for key sponsors
- Assist with designing & writing content for advertising collateral

#### **Dash to the VTO**

- Act as primary POC for annual Dash to the VTO 5K & 1-mile race
- Coordinate logistics for race participants and volunteers

#### **Birdies for Charity®**

- Data entry of pledge forms (3,000+ forms) tracking over \$4.07M worth of donations
- Assist with collection of contributions and the billing process
- Assist with tracking incentives contests
- Filing pledge forms
- Processing check payments
- Phone calls required to charities and donors
- Assist with fundraising reports to charities
- Update credit card processing book

## **JOB QUALIFICATIONS AND REQUIREMENTS:**

The ideal candidate should...

- **Must** be willing to move to or currently reside in/near San Antonio, Texas.
- **Must** be able to commit *fully* to the Valero Texas Open, including long work days and extended periods without a day off, especially in the four weeks prior to and the week of the Valero Texas Open. This includes working evenings, weekends and holidays as required throughout the period of employment. This is a full-time position.
- Be energetic, detail orientated, punctual, and able to multi-task in a fast paced and exciting environment.
- Be self-motivated and thrive under pressure in a fast paced work environment while exercising organizational, analytical and time management skills;
- Have strong interpersonal skills that complement a proactive, solution driven, team-oriented work ethic.
- Have a strong ability to foster relationships with a wide variety of individuals from entry level to C-level executives.
- Have excellent verbal and written communication skills in English; Spanish is a plus.
- Be able to life a minimum of 50 lbs as needed.
- Have valid driver's license and have reliable transportation to commute to main offices, TPC San Antonio temporary offices and to offsite locations.
- Be proficient with Microsoft Office suite (Excel, Outlook, Word and PowerPoint), internet software, various social media platforms (Facebook, Twitter, Instagram); and Adobe software including Photoshop.

## **HOW TO APPLY:**

Qualified candidates may apply on [TEAMWORK ONLINE](#) or submit a cover letter and resume to Stephanie Sage, Director of Marketing & Community Relations, via email at: [Stephanie@ValeroTexasOpen.com](mailto:Stephanie@ValeroTexasOpen.com), no later than October 12, 2018.

**NOTE:** When you apply for this job online, you will be required to answer the following questions:

1. Do you currently reside or are you willing to move to/near the San Antonio, Texas area from January 3rd until May 31st, 2019 at your own expense?
2. Do you require college credit for an internship? If yes, can you provide proper documentation?
3. After reviewing this position, what attracted you most to apply for the opening?
4. Describe the best skill/attribute you can bring to this position and explain how it is relevant.
5. On a scale of one to ten, how would you rate your knowledge of golf and the PGA TOUR? (1 = no knowledge & 10 = exceptional knowledge)
6. I am aware this position can require physical work and will sometimes have to work in the elements (sun, wind, rain, warm, cold, etc.) - Yes/No?
7. I understand this is a seasonal position that pays a monthly stipend of \$1,250 - Yes/No?