



Communications Manager

Full Time

Tampa Office

Immediate Opening

Please submit letter & resume to jobs@fsga.org

Dear Interested Applicants:

Applicants should possess a strong work-ethic, integrity, excellent people skills and a good sense of humor. Applicants must be passionate about the game of golf – should actively play golf and be familiar with Florida golf, and look to learn more about the Association and its members, volunteers, and member clubs.

Job Responsibilities Include:

- Support of all marketing, communications and editorial activities
- Produce website news articles, press releases, marketing emails and graphics for social media and website.
- Travel to Championships to capture and produce social content
- Creation and management of internal communications calendar
- Constant creation and management of:
 - Website Content
 - Member E-mails (GHIN E-Revision, Event Reminders, Foundation Updates, Sponsors)
 - Quarterly Newsletter
- Management of social media & media accounts (Instagram, Facebook, Twitter, YouTube)
- Oversee creation of Rules of Golf Videos for Volunteer Training

Requirements Include:

- 2-5 years of experience in communications and marketing
- Required computer skills – experience in: Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Video Editing Software, Social Media Applications and MS Office
- Outstanding writing and editing skills, with the ability to work under pressure
- Experience in photography, video and social media
- Go-getter mentality, highly dependable and motivated, positive attitude, and sense of humor
- Highly organized and disciplined
- Extensive golf knowledge and passion for the game of golf
- Good Driving Record – fully insurable

Compensation and Benefits:

- Commensurate with experience
- Health Insurance after 90 days
- 2 weeks of vacation first year
- 403(b) savings plan with company match
- Occasional Travel, mostly in-state, fully reimbursed
- Great working environment
- Office Hours 7:30 AM – 4:30 PM
- Golf attire as dress code

Florida State Golf Association

The Florida State Golf Association is an enjoyable, stable and dynamic place to make a career. Our staff works as a team and enjoys providing exceptional customer service to our members and the golf community of Florida. The work environment at the FSGA is professional and friendly, and we work closely with our volunteers in service to the game. FSGA staff members should possess a strong work-ethic, unquestionable integrity, excellent people skills and a good sense of humor.

The Florida State Golf Association is one of the largest and fastest growing golf associations in the world with over 330,000 members. The organization serves more than 900 member clubs and is responsible for conducting State Championships and a total of more than 600 days of competition for men, women and juniors. Competitions include State Championships, the Florida Junior Tour, One-Day Competitions and qualifiers for USGA national championships and state competitions.

The FSGA works very closely with the United States Golf Association on issues of amateur status, rules education, course rating and handicapping. The FSGA conducts more qualifiers for USGA National Championships, including the US Open, than any other organization in the country.

The FSGA's offices are located in northeast Tampa where twenty-two staff members coordinate the activities of 500 volunteer committee members throughout Florida. The offices are new, spacious and included a generous break room and exercise room.

Florida State Golf Association

12630 Telecom Drive
Tampa, FL 33637

Send Resume and cover letter or email to jobs@fsga.org
No phone calls please