

## **Newspaper / Communications Intern**

**The Tapemark Charity Pro-Am Golf Tournaments** For over 40 years, the Tapemark Charity Pro-Am has been changing the lives of thousands of Minnesotans living with disabilities. The Tapemark Pro-Am unites many generous companies and individuals in a single important cause, improving the lives of people with developmental and learning disabilities and their families. Children and adults living with such disabilities as autism, Down's syndrome, dyslexia, mental retardation, or learning disabilities face lifelong challenges, but your contributions help them overcome these challenges.

Since its founding, the Tapemark Charity Pro-Am has raised and donated more than \$6.5 million to support local and state-wide agencies serving children and adults with developmental and learning disabilities, and their families. These agencies provide critical supports to people with disabilities in the areas of housing, employment, healthcare, education, and civil rights.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Interview and write short testimonial stories about how the organization has affected those in the community. The intern will work closely with the tournament staff and contractors to write these stories for the website, newspaper and other materials.
- Manage the content for the Pro-Am weekend Jumbotron display.
- Interview and write story/highlights for newspaper publication.
- Manage the submission of ads, story submission and materials for newspaper, jumbotron and website.
- Manage, and support continued development plan, for TMCPA online social networking.
- Maintain Twitter communications throughout the tournament weekend
- Assist with tournament staffing as needed.
- Other support and duties as assigned.

### **EXPERIENCE AND QUALIFICATION REQUIREMENTS:**

Junior/Senior in good standing - Major in marketing, communications, PR, Business or English. Must possess excellent writing and proofreading skills, and phenomenal time-management and organizational skills. Candidate should be creative, enthusiastic, dependable, and have a fun sense of humor. Familiarity with online networking resources a plus.

### **ADDITIONAL INFORMATION:**

This is the perfect position for someone who wants to build a portfolio of writing samples, enhance his/her skills and dedicate time to a vital community organization. This is an unpaid position, yet offers significant opportunity to gain experience.

Work a location of your choosing. Helpful if you have a lap top you can use.

Position will run immediately thru July 1, 2012. Newspaper will go to press the week of June 18<sup>th</sup>. Applicant must be available for the tournament weekend June 2-11<sup>th</sup>, no exceptions.

Approximately 10-15 hours per week, building to the tournament (less at the beginning, more at the end). \$500 stipend plus great Tournament golf gear!

**HOW TO APPLY:** Email submissions preferred. Email to [jammihb@tapemarkgolf.org](mailto:jammihb@tapemarkgolf.org): Please attach resume and paste the cover letter into the body of the email. 1-2 writing samples preferred. If mailing send to: Tapemark Charity Pro-Am, Jammi Hansen Blair, 1685 Marthaler Lane, West St. Paul, MN 55118 or fax: 715-549-6336.