**JOB POSTING: MJT Communications and Media Assistant**

This summer position is intended for college/university students. Successful candidates will learn how to promote the association through marketing techniques and social media. The Communications & Media Assistant will contribute to the daily communication tasks of the MJT by working within the MJT Member Services department in the areas of photography, video and communications.

**Duration**

30 hours per week

Contract Date: May 15th - September 15th (4 months)

**Responsibilities / Duties**

* Research, write and distribute press releases
* Ensure press releases are posted on web site and sent to local media contacts
* Build and maintain media and industry contact lists in provinces where MJT conducts events
* Assist with composing stories, developing content for MJT TourTimes (online digital newsletter)
* Update MJT social media accounts including Facebook, Instagram, Twitter, www.maplejt.com and YouTube
* Research story ideas related to junior golf development
* Contribute and update MJT tournament media guides
* Manage photo requests for the Member Services department
* Editing and proofreading of MJT publications and marketing materials
* Assist in filming and editing videos for MJT programs and members
* Assist MJT Head Office on ad hoc projects

**Requirements**

* Basic knowledge of the game of golf
* Strong writing, communication and public relations skills
* Strong organization and time management skills
* Strong computer and digital camera skills (Microsoft Word & Excel, Publisher)
* Strong social media skills (Twitter, Facebook, Instagram, YouTube)
* Excellent interpersonal skills as well as creative thinking skills
* Ability to work flexible hours

Preference will be given to MJT alumni. This position is very suited for a Co-op Placement. An hourly wage is provided. Please forward cover letter and resume to Elaine Denton, Director of Marketing and Administration, at [edenton@maplejt.com](mailto:edenton@maplejt.com) before May 15th by e-mail only. The Maple Leaf Junior Golf Tour would like to thank all applicants but will contact only those who will be invited for an interview.