

Marketing & Communications Intern

Reports to: Marketing Manager

Employment Status: Full-Time, Non-Exempt,

Founded in 1920, [Salesmanship Club of Dallas](#) unites its more than 600 members to strengthen the mental health of children and families. Throughout the year, members focus their efforts to support [Momentous Institute](#) which is dedicated to innovative mental health services, education, and professional training to strengthen children, families, and communities. Uniquely, Salesmanship Club of Dallas is the host organization of [THE CJ CUP Byron Nelson](#) on the PGA TOUR, which has generated more than \$185 million for Momentous Institute. Through Momentous Institute, Salesmanship Club of Dallas is on track to strengthen the lives of 1,000,000 children and families by 2031.

Job/Role Description:

The Marketing Intern is responsible for supporting the Marketing and Communications team on all activities relating to THE CJ CUP Byron Nelson golf tournament and Momentous Institute.

Specific Projects and Responsibilities

The job responsibilities for this position will include, but are not limited to:

- Assist with marketing responsibilities, activities, and events as needed.
- Tracking of marketing materials
- Perform additional responsibilities as required.
- Support Sr. Marketing Specialist with sourcing and delivery of products
- Support preparation of materials (presentations)
- Support marketing and communication efforts onsite pre and during tournament week
- Support Digital Specialist with social content capture and creation across all social media channels.

Requirements and Qualifications

This position requires the following personal and professional qualities/capabilities:

- College work in marketing, communications, or relevant field
- Proficient in Microsoft programs
- Experience in Adobe programs is a plus.
- Photography and videography experience is a plus.
- Flexibility to deal with unanticipated projects that have tight turnaround times.
- Demonstrate commitment to working as part of a team including the ability to develop Excellent client service/interpersonal skills, including ability to communicate clearly in person and in writing.
- collaborative relationships with a wide variety of stakeholders, both in-house and external agencies.

- Willingness to listen to feedback from others and find the best ways to incorporate diverse and sometimes conflicting input.

Desired personal qualities:

Integrity, energy, enthusiasm, flexibility, ability to receive feedback, takes initiative, and a sense of humor.

Interested:

Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

marketing@salesmanshipclub.org

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.