



**1 Buttonhole Drive Suite 2
Providence, RI 02909**

Employment Opportunity

Job Title: Manager of Communications

Reports to: Executive Director

Status: Regular, full-time employee

Start Date: January 2023

Location: RIGA office in Providence, RI

Application Due Date: Open until filled

Job Description: The Manager of Communications will develop and implement the communication objectives of the RIGA, promoting the organization, its initiatives and history.

The Manager of Communications will work closely with all team members to manage all aspects of the RIGA's communications to include, but not limited to, website, social media, championship coverage, historical archiving, graphic design and other related duties.

Essential Duties & Responsibilities:

- Maintain and update the RIGA website
- RIGA newsletter(s)
- Manage and increase the RIGA presence on social media (Twitter, Facebook, Instagram, YouTube)
- Follow all website, email and other forms of tracking data
- Communicate with membership via email and email blasts regarding RIGA partnerships and events
- Support for member clubs with the various forms of technology (USGA GHIN Products, Golf Genius)
- Create content highlighting RIGA members, member clubs, championships, weekly program and play days
- Oversee and run the RIGA's Weekly Program
- All other duties as assigned

Qualifications:

- Strong written, verbal and public relations skills to successfully communicate the RIGA's message
- The ability to interact well with the RIGA staff, players, host club staff and local press contacts
- Have a strong work ethic and organizational skills to manage many different projects
- Highly proficient with Microsoft Office, Adobe Creative Suite, CRM and Mailchimp.
- Strong knowledge of website operations and administration
- Expert with social media platforms (Twitter, Facebook, Instagram, YouTube)
- Golf knowledge preferred
- Willingness and ability to travel across the state as needed

Other Qualifications: Must have reliable transportation, valid license and proof of insurance.

Physical Requirements: There will be extended periods of sitting and standing, indoors and outdoors. Ability to lift 50 lbs.

Education and/or Experience: College degree and/or two to four years related communications experience, or equivalent combination of education and experience preferred.

Compensation: Salary is commensurate with experience and qualifications. Benefits include health, dental, vacation/holidays, SEP plan company contribution and travel/mileage expense reimbursement.

Application Deadline: Open until filled

Apply: All applicants should forward resume, cover letter, salary requirements and references via email to Robert Ward, Executive Director, rward@rigalinks.org. Please put Manager of Communications in the subject line. No calls.

RIGA is proud to be an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.