



## Digital Media & Membership Services Intern

The [Kapuskasing Golf Club](#) (KGC) is currently accepting applications from individuals for the position of Digital Media & Membership Services Intern. Reporting directly to the Club Manager, the Digital Media & Membership Intern will play a key role in the KGC's growth strategy, increasing the club's ecommerce revenues and digital presence, and enhancing the club's overall customer service experience.

### Duties / Responsibilities

- Develop strategies to increase the number of events and increase year-round usage of the facility
- Implement targeted local, regional and national social media campaigns to increase online sales
- Revamp the KGC's website and online store including uploading new inventory, product images and optimize search engine optimization
- Revise, build and consolidate email distribution lists
- Prepare monthly communication materials for KGC members and stakeholders
- Assist with the KGC's annual membership drive
- Other duties as requested by the Club Manager

### Requirements

The ideal candidate must be unemployed or underemployed (persons aged 30 and under), have graduated within the last three (3) years with a degree, diploma or certificate from a recognized post-secondary institution and be legally entitled to work in Canada.

The following skills and experience are considered assets for the position:

- Superior digital marketing, ecommerce and graphic design skills
- Excellent understanding of Facebook, Instagram, Snapchat and Google Ads advertising
- Experience (or ability to learn) content management and point of sale systems
- Bilingual (oral & written: English and French)
- Superior interpersonal and customer service skills
- Leadership and time management skills

### Remuneration

We offer a competitive salary, a flexible work environment and golf playing privileges. This full-time position is partially funded by the Federal Economic Development Agency for Northern Ontario.

Please email resume and job application form in the strictest confidence to [proshop@kapgolfclub.ca](mailto:proshop@kapgolfclub.ca).

### About the Kapuskasing Golf Club

The [Kapuskasing Golf Club](#), rich in history, is a 9-hole semi-private club with 350 members. Located in [Kapuskasing](#), Ontario, the golf club is situated in the heart of the bilingual community. Kapuskasing is a great place to live and raise a family because it has all the amenities associated with an urban centre, at a fraction of the cost, while providing the relaxing lifestyle of a smaller community.

Canada



Federal Economic Development  
Agency for Northern Ontario

Agence fédérale de développement  
économique pour le Nord de l'Ontario