



Marketing & Communications Assistant

(Full Time, Hourly, Non-Exempt)

Chapter Overview

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do.

Mission Statement

First Tee – Phoenix provides opportunities for all youth to achieve success in every aspect of life through the game of golf.

Job Summary

The Marketing & Communications Assistant supports the growth and visibility of First Tee – Phoenix by executing high-quality social media content, graphic design, and digital communication tasks.

Responsibilities

- Execute monthly/annual social medial plan by creating and scheduling social media content that engages followers through meaningful storytelling, highlights program impact, and supports continued audience growth
- Create compelling graphics and videos
- Ensure all marketing materials and social media content align with First Tee's national brand standards and messaging guidelines
- Capture photo/video content at events and program activities
- Design and produce flyers, digital graphics, and marketing materials for programs, events, and internal team requests, ensuring brand consistency and high visual quality
- Maintain content calendars
- Update website
- Support general marketing tasks and Marketing and Communications Manager

Qualifications

- A degree in Graphic Design, Visual Communications, Marketing, or a related field or relevant experience
- Proficiency in Canva and/or Adobe Creative Suite (Lightroom, InDesign, Illustrator, Photoshop, Premier or Pro required)
- Demonstrated social media experience
- Strong written communication

- Demonstrates exceptional organizational skills with the ability to independently manage multiple projects, timelines, and priorities with deadlines
- Strong understanding of digital versus print design needs
- Excellent attention to detail
- An understanding of basic golf terminology and believe in the power of golf and what it teaches.
- Preferred: WordPress, photography, videography and video editing

Seniority and Reporting

Marketing & Communications Assistant reports to the Marketing & Communications Manager.

Salary and Job Type

- Full-time position (afterschool and weekend hours required on a regular basis)
- Hourly rate starting at \$21, based on experience
- Paid holidays and paid time off
- Reimbursement of business-related mileage, cell phone stipend
- Paid health insurance and other benefits, including FSA
- 401(k) retirement plan, with up to 5% match

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities, qualifications, and your portfolio to jobs@firstteephoenix.org. Please list MarCom Assistant in the subject line of your email. NOTE: All final candidates must pass background check and complete DISC assessment prior to an official offer.

Equal Employment Opportunity Statement

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.