

# **2020-21 Hockey East Internship Opportunities**

*The Hockey East Association is a Division 1 college hockey conference sponsoring 10 women's programs and 11 men's programs. Hockey East is seeking qualified applicants for a variety of internship positions.*

## **Business Operations Graduate Internship (one position)**

Location: Hockey East Conference Office, Wakefield, MA

Minimum/Preferred Qualifications:

- Recent college graduate who is pursuing a career in athletic operations, business, or game management
- Preference will be given to those with a degree in an applicable major as well as those candidates from a league school
- Significant experience working within a college athletics department
- Excellent verbal, written, organizational, and interpersonal communications skills
- Independent time-manager with the ability to manage multiple deadline-driven projects
- Proficient with Microsoft Office Suite, Mac operating systems, and a variety of social media platforms
- Able to work extended and varied hours, including evenings and weekends during the college hockey season
- Able to travel to games, tournaments, and conventions

Responsibilities:

- Assistance with HEA event coordination including meetings, post-season banquets, tournaments, and annual conventions
- Assist with in-season hockey operations tasks, including coordinating and facilitating communication between the league office and all member schools
- Work closely with the Commissioner, Associate Commissioners, officiating staff, and others to plan and execute season-long projects
- Supervise volunteers and part-time staff
- Assistance with marketing and promotional opportunities
- Assistance with media and public relations duties, including disseminations of weekly and monthly press releases, polls, mailings, and website maintenance.
- General office duties
- Other duties as assigned by Commissioner or Associate Commissioners

Benefits and Compensations:

- Nine-month appointment requiring a flexible work schedule commencing in early September and concluding at the end of May
- Compensations will include a monthly stipend
- Benefits include a multitude of networking opportunities and, upon successful completion, a strong reference from Hockey East staff

## **Athletic Communications Graduate Internship (one position)**

Location: Hockey East Conference Office, Wakefield, MA

Minimum/Preferred Qualifications:

- A recent college graduate who is pursuing a career in athletic communications, media relations, social and/or digital media.
- Preference will be given to those with a degree in an applicable major as well as those candidates from a league school
- Significant experience working within a college athletics department
- Excellent verbal, written, organizational and interpersonal communications skills with a preference given to those familiar with AP Style and social media marketing data tracking programs
- Independent time-manager with the ability to manage multiple deadline-driven projects
- Proficient with Microsoft Office Suite, Mac operating systems , Adobe Creative Suite and fluency in social media platform management and best practices
- Interest, exposure and/or experience in graphic design, social media management and marketing, broadcasting, marketing, and web-streaming services
- Able to work extended and varied hours, including evenings and weekends during the college hockey season
- Able to travel to games, tournaments, and conventions

Responsibilities:

- Create and publish season-long content on all Hockey East digital platforms
- Operate Photoshop, InDesign, and/or Premiere Pro to create and maintain graphics for social media platforms
- Assist in maintaining and publishing content to HockeyEastOnline.com
- Create feature stories, both written and video
- Utilize Adobe CC software to produce promotional graphics, signage, and other materials to promote Hockey East, its members, and athletes
- Edit promo videos and create templates for infographics for a variety of digital platforms
- Supervise undergraduate interns, volunteers and part-time staff
- Assistance with all marketing and promotional initiatives surrounding the league, including developing, creating, and implementing new initiatives
- Assistance with media and public relations, including disseminations of weekly and monthly press releases, polls, mailings, website, etc.
- Based on proficiency, will be given increased freedom to express creativity on material and projects
- General office duties
- Other duties as assigned by Commissioner or Associate Commissioners

Benefits and Compensations:

- Nine-month appointment requiring a flexible work schedule commencing in early September and concluding at the end of May

- Compensations will include a monthly stipend
- Benefits include a multitude of networking opportunities and, upon successful completion, a strong reference from Hockey East Staff

**Contact Information**

Interested applicants should submit a cover letter, resume, and list of references to Associate Commissioner Kate McAfee at [kmcafee@hockeyeastonline.com](mailto:kmcafee@hockeyeastonline.com). Applications will be accepted until the positions are filled.