



Kate McAfee
Associate Commissioner
Hockey East Association
591 North Ave. #2
Wakefield, MA 01880

Hockey and Business Operations Graduate Internship

The Hockey East Association is seeking qualified and diverse candidates for a graduate internship position that would assist with aspects of communications, marketing, operations, and administration for the Association's 10 women's programs and 11 men's programs.

Duties

- Coordinate with our Supervisors of Officials to create videos for officials and coaches using game and practice film.
- Assist with coordination of game officials travel, recordkeeping, data entry, general office duties and other duties as assigned.
- Operational duties to include planning and preparation for the Hockey East season, league tournaments and 2022 Men's Frozen Four.
- Coordinate league events including meetings, banquets, and conventions.
- Assist with marketing initiatives, media and public relations duties and contractual obligations with sponsorship partners.

Essential Skills and Qualifications

- Bachelor's Degree in an applicable major
- Undergraduate experience working in a college athletics department or conference office
- Ice hockey playing experience or familiarity with the game
- Operational knowledge of video software
- Video editing experience
- Proficient with Microsoft Office Suite and/or Mac operating systems
- Familiarity with Adobe Creative Suite, specifically InDesign and Photoshop
- Self-starter with the ability to manage multiple projects across multiple departments
- Detail oriented and organized
- Able to travel to games, tournaments, and conventions

Term

- Nine-month appointment requiring a flexible work schedule commencing in early September and concluding at the end of May. \$1,000 per month stipend.

Contact Information

- Interested applicants should submit a cover letter, resume, and list of references to Associate Commissioner Kate McAfee at kmcafee@hockeyeastonline.com.

