



**Kate McAfee**  
Associate Commissioner  
Hockey East Association  
11 Chestnut St.  
Amesbury, MA 01913

### **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 business 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, record keeping, data entry, general office duties and other duties as assigned.
- Operational duties to include planning and preparation for the Hockey East regular season and league tournaments.
- 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](mailto:kmcafee@hockeyeastonline.com).

