Athletic Communications Graduate Internship
The Hockey East Association is seeking qualified and diverse candidates for a graduate internship position that would assist with athletic communications, media relations, digital media and business operations for the Association’s 10 women’s programs and 11 men’s programs.

Essential Skills and Qualifications:
- A recent college graduate who is pursuing a career in athletic communications, social and/or digital media, or hockey operations
- Significant experience working with a college athletics department.
- Excellent verbal, written, organizational and interpersonal communications skills with a preference given to those familiar with AP Style
- Independent time-manager with the ability to manage multiple deadline-driven projects at the same time.
- 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, marketing, broadcasting, and web-streaming services
- Able to work extended and varied hours, including evenings and weekends during the college hockey season.
- Ability to travel to games, tournaments, and conventions.

Preferred Qualifications:
- Bachelor’s degree in video production, communications, graphic design, marketing, or a similar field
- Demonstrated ability to work on social media platforms such as Twitter, Facebook, Instagram and Tik Tok, and create unique ideas and content.
- Experience or familiarity with working at athletic events.
- Operational knowledge of video software and video editing experience.
- Preference will be given to those with a degree in an applicable major as well as those candidates from a league school.

Responsibilities:
- Create and publish season-long content on all Hockey East digital platforms.
- Assist in maintaining and publishing content to HockeyEastOnline.com.
- Assist with coordination of officials’ travel, record keeping and data entry.
- Interface with communication/creative staff and directors of hockey operations at each campus.
Utilize Adobe CC software to produce promotional graphics, signage, and other materials to promote Hockey East, its members, and student-athletes.

Assistance with all marketing and promotional initiatives surrounding the league, including developing, creating, and implementing new initiatives.

Assistance with media and public relations

Operational duties to include planning and preparation for the Hockey East regular season and league tournaments.

Other duties as assigned.

Term:

Nine-month appointment requiring a flexible work schedule commencing in early September and concluding at the end of April. $2,000 per month stipend.

Contact Information:

Interested applicants should submit a cover letter, resume and creative portfolio to Associate Commissioner Kate McAfee at kmcafee@hockeyeastonline.com.