



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

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.





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

- 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.

