



Coordinator of Hockey Operations - North American Hockey League (NAHL)

Job Description and Tasks: Have a working knowledge of Rules and Regulations for NAHL, NA3HL, NAPHL, and USA Hockey. Must be able to correctly apply rules to a wide variety of scenarios and communicate league rules in an accurate and clear manner to inquiring coaches. Various other Projects as assigned by Commissioner. Must be highly organized. Must have excellent interpersonal skills and deal with customer service situations. Must have a strong work ethic with the ability to work independently.

- 1) Serve as a first responder for all NAHL/NA3HL/NAPHL Coach inquiries.
- 2) Serve as a first responder to questions from parents/players/advisors.
- 3) Review and approve all transactions. Keep accurate records for both NAHL and NA3HL:
 - Player Trades, Tenders, Affiliate Players, Injured Reserve, Disciplinary Infractions and Progressive Suspensions, Draft Picks, Visor Waivers, NCAA Compensation Claims, USHL Compensation Claims.
 - Create and Distribute Daily Hockey Operations Reports for NAHL and NA3HL, Monday thru Friday. Provides teams with a list of transactions approved each day.
 - Manage and update Rink Net Central Registry Program (NAHL Only)
- 4) Serve as liaison with USA Hockey regarding proper rostering and international transfers.
- 5) Manage Player Available/Waiver Wire communications to member teams.
- 6) Manage and Coordinate all aspects of NAHL and NA3HL Player Entry Drafts.
- 7) LeagueStat Administrator for NAHL, NA3HL and NAPHL
 - Maintain Accurate Rosters
 - Statistical Updates
 - Schedule Changes
 - Point of contact for team inquiries (including game night staff)
- 8) Attend All League Showcases and Events, including Future Prospect Events.
 - Assist with creation of all Showcase Schedules
 - Point of Contact with Facility
 - Assist in event management
 - Assist all coaches and players at events
- 9) Manage and Maintain NAHL and NA3HL Private Sites
- 10) Various other data tracking projects as needed including but not limited to:
 - Maintaining up to date contact lists for personnel in all 3 Leagues, Managing Player Nominations of Top Prospects events, etc.
 - Tracking player demographics for NAHL/NA3HL
 - Tracking alumni from all the NAHL/NA3HL/NAPHL
 - Private Site Administration
 - Critical Dates Calendar

Compensation:

- Full-time position, salary and benefits

The NAHL is an equal opportunity employer, and will not take into consideration in any manner the gender, ethnicity, creed, age, or sexual preference in the selection of a candidate for this position.

Contact:

Qualified candidates should send a resume and cover letter detailing interest to:

Blake MacNicol, Manager of Hockey Operations, bmacnicol@nahl.com

No phone calls please