

## **Operations Coordinator at Black Bear Sports Group, Inc**

The candidate should have 0-5 years' experience and/or a strong knowledge of the youth and junior hockey structure in the United States.

The Coordinator supports the a) Company's owned and operated youth hockey leagues (Atlantic Hockey Federation, Atlantic Girls Hockey Federation, Tier I Hockey Federation, National Girls Hockey League and Defender Hockey Tournaments), b) Company's junior hockey teams, and c) general corporate activities of Black Bear Sports Group, Inc. the largest owner-operator of ice arenas and youth hockey teams and leagues in the United States.

The Coordinator works out of the corporate office in downtown Bethesda, MD (Washington DC metro area), and reports to the Vice President - Leagues and Tournaments.

### **Responsibilities:**

- Calculate and publish KRACH rankings
- Perform analysis and comparisons from large data sets of games
- Support general business operations of the company including business development and internal operations
- Manage technology that supports scoring, scheduling and statistics
- Ensure projects are completed with high quality, meeting deadlines
- Projects as assigned by management

### **Education Requirements:**

Minimum Level of Education Required: Bachelor's Degree

### **Position Knowledge/Skills & Abilities Requirements:**

- Must be extremely proficient in Excel and Powerpoint
- Knowledge of hockey / ice sports is a plus
- Strong communication skills, particularly oral communication (ability to communicate by telephone)
- Anticipates and effectively handles change; demonstrates willingness to try new skills and challenging tasks; and is flexible in changing conditions.

**About Black Bear Sports Group - [Black Bear Sports Group, Inc.](#)** is a privately held company formed in 2015 that seeks investments in sports and entertainment facilities, teams and youth sports events. Black Bear focuses on ice arenas in metropolitan areas with compelling demographics, a National Hockey League club presence, and arenas with existing youth hockey clubs. The largest owner/operator of ice rinks in North America, Black Bear's footprint totals 30 facilities across the United States with 55 sheets of indoor ice, 5 indoor turf fields/non-ice surfaces, 23 youth hockey clubs, 6 hockey leagues & tournament businesses ([Atlantic Hockey Federation](#), [Atlantic Girls Hockey Federation](#), [Tier 1 Hockey Federation](#), [National Girls Hockey League](#), [Defender](#)

[Hockey Tournaments](#), [Foundry Adult Hockey](#)) and 4 Junior “A” hockey franchises in the United States Hockey League, North American Hockey League, United States Premier Hockey League NCDC and Eastern Hockey League. For more, go to [www.blackbearsportsgroup.com](http://www.blackbearsportsgroup.com).

**Interested candidates should apply via email submission of resume and cover letter to:  
[jobs@blackbearsportsgroup.com](mailto:jobs@blackbearsportsgroup.com)**