



## **Manager of Administration, North American Hockey League (NAHL)**

### **Duties and Responsibilities:**

- Administration
  - Assist in various administration matters associated with league operations.
  - Assist in data research, collection, tracking and reporting.
  - Assist in merchandising.
  - Assist in other administrative task as assigned.
- Events
  - Work league showcases and events (travel is required).
  - Assist in managing partner hotel program.
  - Assist in managing merchandising sales.
  - Assist in coordinating travel, meals, housing etc.
- Sales and Marketing
  - Assist in research, data management, social media and content.
  - Assist in league driven team marketing initiatives.
- Various other Projects as assigned by the Commissioner or his designee.

### **Minimum Qualifications:**

- Must be highly organized, have excellent interpersonal skills, have an even keeled temperament, a strong work ethic and be able to work independently.
- Understanding of the sport of ice hockey preferred.
- Strong written and verbal communication skills with the ability to speak in front of a crowd
- Dependable, reliable and detailed oriented.
- Ability to effectively manage/coordinate simultaneous projects, and successfully prioritizes multiple tasks with good judgment, high sense of urgency.
- Ability to meet new challenges with an open mind and an optimistic response.
- Must have a flexible schedule to include weekends, nights and events as needed.
- Proficient in Microsoft Office, Word, Excel, Power Point, etc.
- Achieved a Bachelor's degree or higher.

### **Compensation:**

- Full-time position and salaried employee.
- 401k with company matching.
- Health care and cell phone reimbursement allowance.

*The NAHL is an equal opportunity at will employer and does not discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, sexual orientation, or national origin..*

*This position is based in the NAHL office located in Dallas, TX.*

### **Contact:**

Qualified candidates should send a resume and cover letter detailing interest to Shannon Smith, the NAHL Director of Finance and Administration, at [ssmith@nahl.com](mailto:ssmith@nahl.com) (No phone calls please).