



Director of Hockey Operations, North American Hockey League (NAHL)

Duties and Responsibilities:

- Rules and Regulations
 - Must have a working knowledge of Rules and Regulations for NAHL, NA3HL 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 and other stakeholders.
 - Serve as a first responder for all NAHL/NA3HL Coach inquiries.
- 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 Placement Tracking, USHL Player Movement Tracking.
 - Create and Distribute Daily Hockey Operations Reports for NAHL and NA3HL, Monday thru Friday.
 - Create and Distribute Weekly Player Safety, Discipline and Fine Reports.
 - Serve as liaison with USA Hockey regarding proper rostering and international transfers.
 - Manage Player Available/Waiver Wire communications to member teams.
 - Manage and Coordinate all aspects of NAHL and NA3HL Player Entry Drafts.
 - Manage and Coordinate all aspects of NAHL and NA3HL Defected Player Lists.
- LeagueStat Administrator for NAHL and NA3HL
 - Maintain Accurate Rosters.
 - Statistical Updates.
 - Schedule Changes.
 - Point of contact for team inquiries (including game night staff).
- Schedule
 - Work with League Leaders to Create Master League Schedules for NAHL and 3HL.
 - Manage Schedule Changes and Notifications.
- Meetings and Events
 - Attend All NAHL and NA3HL Showcases and Events.
 - Create and Manage all Showcase Schedules.
 - Point of Contact with Facility.
 - Assist in event management.
 - Assist all coaches and players at events.
 - Attend all League and USAH meetings.
- 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/3HL.
 - Manage and Maintain NAHL and NA3HL Private Sites.
 - Manage Critical Dates Calendar.
- Various other Projects as assigned by 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 and with others.
- Experience at the NCAA, NAHL and/or USHL level preferred.
- Knowledgeable on NCAA compliance policy and eligibility requirements.
- Knowledgeable on junior/college recruiting policy and requirements.
- 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 contributing.
- 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 Mark Frankenfeld, the NAHL Commissioner and President, at mark@nahl.com (No phone calls please).