

ANNOUNCEMENT OF JOB OPPORTUNITY

Date: October 2023
Position: Executive Director, American Hockey Coaches Association (AHCA)
Status: Part-time

Job Summary:

Part-time position answering to the President and Board of the AHCA. The candidate must be a self-starter and preferably someone already employed in amateur hockey. The candidate must be familiar with college hockey, the workings of the NCAA and needs to stay informed of all NCAA issues of importance. The candidate must also have strong organizational and communication skills. The candidate must have his or her own office.

The Executive Director is the primary administrator for the AHCA. In that capacity, he or she will work with the AHCA Board in general, but on a more regular basis with both the President and Secretary Treasurer of the AHCA. The position is complemented by a Membership Administrator who keeps membership records and records of dues payments.

The duties of the Executive Director can, to a degree, be divided into Internal and External.

Internal Duties:

The year begins in the fall with the preparation and distribution of membership and AHCA Convention forms. Working in tandem with the Membership Administrator, the membership solicitation is a key element in raising primary revenues for the AHCA. The Executive Director collects and records dues and convention payments and forwards checks to the AHCA Secretary Treasurer, keeping proper records of all transactions.

The Executive Director also works with the Website Administrator in maintaining content on the AHCA website (ahcahockey.com.)

The Executive Director schedules monthly conference calls with the Board, prepares agendas, and keeps minutes of such calls. Calls are usually the second or third Tuesday of the month.

The Executive Director stays informed on issues of importance to the membership, particularly with the NCAA coaches. The Executive Director will work with the newly created positions of Vice-President for Men's Issues and Vice-President for Women's Issues, making sure information pertinent to their issues is available. The Executive Director also will assist with calls and other communications on these matters.

The Executive Director maintains a directory of all NCAA coaches and hockey SIDs, as well as all AHCA members. The Win-Loss records of all head coaches in the NCAA are maintained by the Executive Director.

The Executive Director works with the AHCA Awards Committee on seeing that their selections are publicized, awards created, and awards presented appropriately. In this regard, the Executive Director serves as the AHCA Historian and also, with the secretary treasurer, is a liaison to the various trophy companies used by the AHCA.

The Executive Director, unless otherwise covered, is the AHCA media officer, writing press releases and dealing with the media. In this role, a weekly national poll for Division I men and women are produced in conjunction with USA Hockey. Award-related press releases are done, including the AHCA/CCM All-Americans and the AHCA/Krampade All-American Scholars.

The Executive Director also serves as the editor of "Stops & Starts," the digital newsletter of the AHCA that is produced five times a year. For this program, and others, the Executive Director maintains a photo library for the AHCA.

External Duties:

The Executive Director is the primary AHCA liaison with the following organizations: the NCAA, College Hockey, Inc., USA Hockey, the Hockey Commissioners Association, the Hobey Baker Award Foundation, the Humanitarian Award Foundation, the National Hockey League, the National Hockey League Coaches Association and other intercollegiate coaches' associations.

With the NCAA, the Executive Director works closely with the NCAA staff liaison to the four national championships, the member services liaison who deals with legislation, and with the NCAA Men's and Women's Ice Hockey Rules Committee.

Qualification Standards:

- Bachelor's Degree.
- Five (5) years of experience in a hockey-related field or business strongly preferred, preferably with some background in performing the tasks described above.
- Willingness to be a continuous learner that is open to new ideas and change.

Application Process:

Please email the following to Brett Petersen, Secretary Treasurer, American Hockey Coaches Association, at bpeters4@gustavus.edu :

- Cover letter
- Resume
- Three (3) references

The application process will close on November 17, 2023.