

## **Western Collegiate Hockey Association**

2950 Metro Drive, Suite 102  
Bloomington, Minnesota 55425

[www.wcha.com](http://www.wcha.com)



### **WCHA Communications & Operations Internship**

The Western Collegiate Hockey Association is seeking qualified candidates for a newly-created internship that would assist with aspects of communications, marketing, operations and administration for the Association's 10-team men's league and seven-team women's league.

#### **Duties**

Assisting Marketing and Communications Manager with WCHA social media efforts across all platforms; production of WCHA men's and women's weekly releases and Player of the Week releases; records research; WCHA Postseason Game Program production for both leagues and other duties as assigned.

Assisting Operations and Administration Manager with WCHA Women's Final Faceoff planning and operations; production of men's weekly newsletter; coordination of game officials travel; recordkeeping; data entry; general office duties and other duties as assigned.

Some evening and weekend work will be required.

#### **Essential Qualifications**

Bachelor's Degree in Communications, Marketing, Public Relations or related field

Undergraduate experience working in a college athletics department (athletics communications or marketing preferred) or conference office.

Familiarity with Adobe Creative Suite, specifically InDesign and Photoshop.

Familiarity with creating graphics and video for social media purposes.

Strong writing and editing skills.

Familiarity with the WCHA and college hockey is preferred but not required.

Self-starter with the ability to manage multiple projects across multiple departments.

Ability to work nights and weekends as necessary.

#### **Term**

The position term will run from September 1 through April 30 with work taking place at the WCHA office in Bloomington, Minn. There is the possibility of some off-site work for this role.

#### **Stipend**

\$1,000 per month.

#### **About the Western Collegiate Hockey Association Men's League**

The Western Collegiate Hockey Association, among the most historic, tradition-rich and successful conferences in all of collegiate athletics, will mark its 68<sup>th</sup> season of men's competition in 2019-20. The 10-team NCAA Division I conference consists of the University of Alabama in Huntsville (Chargers), the University of Alaska Anchorage (Seawolves), the University of Alaska (Nanooks), Bemidji State University (Beavers), Bowling Green State University (Falcons), Ferris State University (Bulldogs), Lake Superior State University (Lakers), Michigan Technological University (Huskies), Minnesota State University (Mavericks) and Northern Michigan University (Wildcats).

#### **About the Western Collegiate Hockey Association Women's League**

The Women's League of the Western Collegiate Hockey Association will celebrate its 21<sup>st</sup> season in 2019-20. The nation's premier women's hockey conference, WCHA member institutions have won a record 17 national championships since the league's inception in 1999 (including 16 of a possible 19 NCAA titles), while producing seven Patty Kazmaier Memorial Award winners, 101 All-Americans and numerous Olympic and national team members. The seven-team, NCAA Division I conference consists of: Bemidji State University (Beavers), the University of Minnesota (Golden



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Gophers), the University of Minnesota Duluth (Bulldogs), Minnesota State University (Mavericks), Ohio State University (Buckeyes), St. Cloud State University (Huskies) and the University of Wisconsin (Badgers).

For more information on both leagues, visit [wcha.com](http://wcha.com).

**Application Process**

To apply, please submit a resume with at least three references along with a cover letter via email to [internship@wcha.com](mailto:internship@wcha.com) by June 30, 2019. Position will remain open until filled.

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