



ANNOUNCEMENT OF JOB OPPORTUNITY

Date: September 1st, 2025
Position: College Hockey Inc. Director of Women's Hockey
Status: Full-time
Work location: Remote-Ideally in a hockey-oriented locale
Supervisor: Executive Director (Sean Hogan)

Job Summary:

The ideal candidate is a highly motivated entrepreneurial person capable of identifying, creating, and pursuing initiatives designed to raise the profile and expand the exposure of women's college hockey.

Essential Duties:

- In conjunction with the Sr. Director of Communications and Executive Director, oversee all aspects of the communications and marketing strategy pertaining to women's hockey.
- Manage, leverage, and increase CHI's social media presence specific to women's college hockey.
- Maintain and update all aspects of CHI's website specifically related to women's hockey.
- Conceive and create original content (infographics, articles, videos, podcasts, etc.) to promote women's college hockey.
- Actively approach and pitch story ideas to media.
- Develop and maintain positive relationships with Sports Information Directors, conference communications staff and college coaches.
- Serve as a resource for aspiring young female hockey players, their families, coaches, and advisors, particularly as it relates to NCAA eligibility, recruiting rules, and the recruiting process.
- Build and maintain relationships with key hockey stakeholders across youth hockey programs, high school, college, IIHF, and professional leagues.
- Identify, conduct, and present relevant research projects pursuant to the objectives of CHI specific to women's hockey.
- Host virtual and live presentations for prospective student-athletes, families, coaches, advisors and varying hockey programs.
- Pursue the growth of college hockey, specifically women's hockey, by approaching and working with institutions interested in adding the sport.
- Collaborate with HCA and host schools to contract, schedule, plan, promote and execute the annual Women's Ice Breaker Tournament.
- Monitor the evolving NCAA landscape and its impact on college hockey.
- Represent College Hockey Inc. through public speaking engagements, media interviews, podcasts, and seminars.
- Perform other duties as assigned by Executive Director.

Required Knowledge and Skills:

- Authentic love and passion for the sport of hockey.
- Sincere belief in the benefits college hockey and the positive impact it can make on a person both on and off the ice.
- Strong intuitive knowledge and understanding of all levels of women's and girls hockey including professional, international, college, prep, high school, and youth hockey.
- Keen knowledge and understanding of current NCAA rules and regulations, particularly as related to recruiting and contact with amateur athletes.
- Self-motivated, entrepreneurial and a willingness to work independently
- The ability to persuade people via strong oral communication, written communication, and presentation skills.
- Proficient at initiating, developing, and maintaining relationships.
- Organizational and event management skills.
- Ability to work seamlessly with current technology, software, and social media platforms.
- Ability to work evenings and weekends as necessary
- Ability to travel up to 2-3 times per month (frequency will depend on individual locale and time of year)

Qualification Standards:

- Bachelor's degree
- Three (3) 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 and open to new ideas and change.

Salary & Benefits:

- Salary commensurate with qualifications and experience.
- Benefit package including medical insurance, 401(k) and paid vacation.

Application Process:

Please email the following to Sean Hogan, Executive Director of College Hockey Inc., at shogan@collegehockeyinc.com:

- Resume
- Cover letter
- Three (3) references
- Pertinent examples of your work (writing, graphics, social media, etc.)
- Other support documents

The application process will close on September 26, 2025.

College Hockey Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, national origin or disability status. The job description is subject to change at any time.