

Northstar Christian Academy, Alexandria, MN - Assistant Hockey Operations and Media Relations

The Northstar Knights are looking for an Assistant Hockey Operations and Media Relations for the 2024-25 season. The Northstar Knights are a Christian AAA Prep Hockey program with 16U and 18U teams. The position provides valuable responsibilities and experience with a well networked hockey staff.

The dates of the position will run from July 1, 2024 to May 30, 2025.

Main responsibilities include, but are not limited to:

- Assist Hockey Director on duties as assigned
- Coordinate game operation logistics, including hotel booking, transportation, food orders, travel itineraries and game day set up for home and away games
- Manage player equipment and equipment manager duties (Repairs, Orders, Laundry)
- Lead all Media related activities, including social media, website and press releases
- Working with XO's Catapult (NHL Video clipping software) to live tag and breakdown game film
- Provide administrative support to coaching staff such as video work, rosters and stats
- Manage Player Interest Form Database
- Arrange Knights Prospect Weekend and Northstar Knights Showcases
- Assist in player and family visits

Must be able to work in a fast paced environment and work long hours as well as having strong communication and interpersonal skills. Open to attend daily chapels and learn about the Bible and a relationship with Jesus Christ.

Please send a cover letter and resume to Rylan Galiardi (Rylan@nscacademy.org)

To find out more about Northstar, go to: <https://northstarknights.com/about/>