



**New York Hockey Holdings**  
**Job Title: Executive Assistant**

**Our Game Plan**

The New York Islanders Hockey Club is one of the most iconic franchises in professional sports with a deeply passionate and loyal fanbase. The team won four consecutive Stanley Cups in the early 1980s and are on the way to add to that legacy. The job will be action-packed coming off the launch of the world-class, state-of-the-art, UBS Arena at Belmont Park, which opened in November 2021.

**How to Make the Team**

The candidate for Executive Assistant should be an organized self-starter with the ability to multitask. The candidate should be comfortable socializing with high profile VIP clients. This role will provide support to the Co-Owner, General Counsel, and Senior Vice President, and will manage the office. Availability to work nights and weekends is required. Responsibilities include the following:

**Administrative Responsibilities**

- Support the ownership group with general administrative requests. Responsibilities include but are not limited to scheduling, printing, document and signature tracking, calendar planning, making reservations, arranging travel, and reconciling expenses
- Manage and protect confidential information
- Maintain and order all necessary supplies and materials for the office
- Assist with event planning and special projects
- Establish positive working relationships with colleagues at all levels for NYI and affiliate companies

**Game and Event Responsibilities**

- Assist co-owner with in-game needs
- Host the owners' suite
- Track game-day guest list
- Manage set up of suite and gifting

**Your Equipment**

- Bachelor's degree
- Strong written and verbal communication skills
- Strong organizational skills with the ability to manage deadlines and prioritize responsibilities
- Positive attitude that embodies a can-do mentality and a willingness to undertake any task
- Proficient Microsoft Office skills

**Where You'll Go**

Your office will be in New York City (Union Square) but you will be required to attend home games and (some) events at UBS Arena at Belmont Park on Long Island. Games and events may fall on evenings, weekends, and / or holidays.

**What's In It for You**

- Gaining core experience with an iconic NHL® franchise's ownership group
- Comprehensive Medical and Dental benefits
- 401K
- Paid time off
- Complimentary tickets for select home games and events
- Employee discount at The Isles Lab Team Store

**The Fine Print**

The New York Islanders are an equal opportunity employer and value diversity at our organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.