

## Executive Assistant



As the Executive Assistant, will be responsible to ensure that the President & CEO is fully supported in their senior role of leading the association. Responsibilities range from managing their schedule, preparing them for meetings/presentations, to communicating to the Board of Directors on behalf of the Executive Office. Will work with the executive and department teams to ensure projects/priorities from the President & CEO are being completed. Will also provide administrative support to the members of the executive leadership team.

### Responsibilities:

- As the primary assistant to the President & CEO will be responsible for duties including, but not limited to: the management of schedule, calendar, contact list, phone, and email; coordination of travel arrangements, set meetings and agendas; day to day activities to assess and prioritize daily tasks, workflow, messages, incoming materials for review and long-term responsibilities.
- Provides administrative support to the members of the executive leadership team.
- Coordinate with appropriate AHLA staff to prepare and review materials for the briefing process and to ensure they are done in a timely manner.
- Manage expenses and reimbursements for the President & CEO along with executive leadership team as appropriate.
- Interact with all AHLA teams to manage workflow and deadlines.
- Serve as primary point of contact on behalf of the executive office for internal and external communication in a professional and responsive manner.
- Handle confidential and nonroutine information and matters.
- Draft letters, emails, memos, and other documents.
- Create, organize, and maintain accurate written and electronic files.

### Education & Experience:

- Bachelor's degree:
- Five years of prior work experience; or a combination of education and experience.
- Previous experience supporting a C suite executive or equivalent is required.

### Skills & Attributes:

- Excellent oral and written communication skills; team player, high level of professionalism, self-motivation with the ability to know when to ask for guidance, and position attitude.
- Ability to learn quickly and positive attitude. Customer service focused.
- Detail-oriented individual with exceptional organizational and time management skills with the ability to multi-task, prioritize work assignments, and plan ahead.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); virtual communication platforms such as Zoom.
- Enjoy working in a fun, fast-paced, entrepreneurial environment and an ability to work both independently and collaboratively across the organization.
- Position is based in Washington DC, travel may be required.

**To apply, send cover letter and resume to [HR@AHLA.com](mailto:HR@AHLA.com)**