

## **Executive Assistant**

**Position Title:** Executive Assistant

**Reports to:** Senior Vice President, Executive & Strategic Initiatives

### **Position Summary:**

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 the CEO's schedule, preparing them for meetings/presentations, to communicating to the Board of Directors on behalf of the Executive Office. The successful candidate 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, including presentations, talking points and logistics, and to ensure they are done in a timely manner.
- Coordinate materials and communications for Board and Executive Committee Meetings.
- 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.
- Manage CEO communication with industry leaders and on behalf of CEO accounts.
- Handle confidential and nonroutine information and matters.
- Draft letters, emails, memos, and other documents.
- Create, organize, and maintain accurate written and electronic files.
- Other duties as assigned.

### **Education and Experience:**

- Bachelor's degree.
- 5 - 7 of prior work experience; or a combination of education and experience.
- Previous experience supporting a C suite executive, executive team or equivalent is required.

### **Skills and Attributes:**

- Excellent oral and written communication skills; team player with a high level of professionalism, self-motivation with the ability to know when to ask for guidance, and positive 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.

**Other:**

- Position is based in Washington DC
- Travel may be required

**AHLA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

**EOE**