



AMERICA'S BEER & BEVERAGE DISTRIBUTORS

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EXECUTIVE ASSISTANT TO THE PRESIDENT/CEO & COO

Classification: *Non-Exempt*

Department: *Administration*

Reports To: *President/CEO. With supervision and direction from the COO.*

POSITION OVERVIEW:

The Executive Assistant to the President/CEO and COO serves as a primary liaison with the NBWA staff, officers, Board of Directors, NBWA members and other individuals. The position provides executive support to the CEO and COO. The role of the Executive Assistant requires attention to detail as well as leadership, discretion and organizational skills. The position is outlined below, but it is not limited to these requirements and responsibilities.

DUTIES & RESPONSIBILITIES:

- Provide all aspects of administrative assistance and support to the President, maintain a working knowledge of the association's policies and procedures, industry activities and staff schedules.
- Provide written response from the President to any communication from association officers, members, and third parties, including necessary daily e-mails, congratulatory, sympathy and thank you letters, as well as educational and informational letters about NBWA's mission and activities. Maintain master contact list.
- Draft, edit and proofread executive communications, Board materials and membership correspondence.
- Coordinate all facets of travel and meeting arrangements for CEO and officers. Prepare detailed travel packets for each trip. Organize hospitality dining events for board meetings and in-house entertaining. Prepare, reconcile and submit expense reports.
- Prepare agenda and presentations for speaking engagements, internal and external meetings and member visits. Communicate with appropriate contacts about the meeting logistics and substance. Work with other departments to circulate talking points and other collaterals for the engagements. (For both CEO and COO.)

- Work directly with COO to provide program assistance for the following initiatives: Next Generation/Emerging Leaders, category growth and Beer First, BREW (Building Relationships and Empowering Women) and Alliance for Women in Beer.
- Interface with association staff in executing duties. Determine priority of matters of attention for the CEO; redirect matters to staff to handle, or handle matters personally, as appropriate. Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Communicate with the officers, Board of Directors and state association executives regarding questions, schedule and upcoming meetings.
- Maintain and update the President's calendar and administer executive master calendar. Provide daily/weekly schedules. This includes scheduling appointments for staff members, members of Congress, beer distributors, industry allies, media and others.
- Accept all telephone calls directed to the President's office in a professional manner and respond or redirect in a timely fashion when necessary.
- As needed, assist in providing telephone relief for the receptionist.
- Provide support to other departments as requested in order to meet specific deadlines.

REQUIRED SKILLS/ABILITIES:

- Excellent oral and written communication and attention to detail.
- The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the CEO's needs. The role must interact seamlessly and with a professional demeanor across a broad range of individuals including members of the Senior Management Team, Board of Directors and NBWA members.
- To perform this job successfully, the individual is expected to handle highly sensitive and confidential financial, legal, personnel and association information while exercising professionalism and discretion.
- Must be prepared and able to assist in executing communications and scheduling which maximizes the President's visibility with the U.S. Congress, Washington trade association community, lobbyists, beer industry contacts, the media and NBWA members.
- Good interpersonal skills as a team player capable of cultivating productive working relationships across the association staff and with its members.
- Some travel may be required.

EDUCATION AND EXPERIENCE:

- Undergraduate Degree preferred.
- Excellent computer skills including the Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) as well as the use of SharePoint.

INTERNAL RELATIONS:

- Reports to the President/CEO with supervision and direction from the COO.
- Work closely with department heads and report directly when working individually or as a team on projects specific to the department.

EXTERNAL RELATIONS:

- Contact with officers, Board of Directors, industry allies, NBWA members, state association executives, trade associations representatives, members of Congress, congressional staff, the media and NBWA staff.

Work Environment/Physical Demands: *This job is performed in a professional office environment. This position regularly uses standard office equipment such as phones, copiers and computers. While performing the duties of this position, the employee may occasionally be required to lift boxes that weigh 20 lbs. and stand for long periods of time.*

TO APPLY:

Submit your resume and cover letter to careers@nbwa.org. Applicants who do not provide both documents will not be considered for the role.

July 2022.