

EXECUTIVE ASSISTANT TO THE PRESIDENT/CEO

Classification: Non-Exempt
Department: Administration
Reports To: President/CEO with duty specific supervision and direction from the COO and EVP – Government Affairs.

Position Overview:

The Executive Assistant to the President/CEO 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 EVP- Government Affairs along with a minimal amount of NBWA Office Manager duties. The role of the Executive Assistant requires attention to detail as well as leadership, discretion and organizational skills. The position includes but is not limited to the requirements and responsibilities listed below.

Executive Assistant 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
- Assist EVP with industry and political related travel and meetings. May include assistance with registration and hotel reservations. Prepare, reconcile and submit travel expense reports for EVP
- 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
- 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
- Provide scheduling assistance to EVP including appointments for members of Congress, beer distributors and industry allies. Coordinate with both CEO & EVP calendars.
- Accept all telephone calls directed to the President's office in a professional manner and respond or redirect in a timely fashion when necessary
- Assist as necessary in organization of Government Affairs materials for Legislative Conference & Convention
- As needed, assist in providing telephone relief for the receptionist

- Provide support to other departments as requested to meet specific deadlines

Office Manager Duties & Responsibilities:

- Work directly with COO to perform office-related duties including:
 - Maintain a pleasant work environment
 - Maintain office condition clean and safe
 - Plan in-house or off-site team activities such as happy hours, celebrations, and team building exercises
 - Provide general support to visitors

Required Skills/Abilities:

- Excellent oral and written communication and attention to detail
- 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
- Handle highly sensitive and confidential financial, legal, personnel and association information while exercising professionalism and discretion
- Ability 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) and SharePoint

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.

September 2023