

POSITION DESCRIPTION

Job Title: Executive Assistant to the President & CEO
Reports to: Bill Hanvey, President & CEO
Classification: Exempt
Date: 2024

Job Summary

The Auto Care Association is the voice for the auto care industry—a coast-to-coast network of 500,000 independent manufacturers, distributors, parts stores and repair shops offering quality, choice and innovation for drivers. The Auto Care Association keeps its members ahead of the curve so they can continue to serve every kind of vehicle on the road today—providing parts and services designed to make vehicles last longer, perform better and keep drivers safer.

We are currently seeking an exceptional Executive Assistant based in the DC Metro Area. The executive assistant plays a critical role in the support of the President/CEO and Board of Directors which requires in office time and some travel. Primary responsibilities include management of the President/CEO's activities; calendar, meetings, expense reports, assisting in the creation of presentations and other duties as assigned. Support of the Board of Directors and Board Nominating Committee includes scheduling regular meetings, recording meeting minutes and general administrative tasks. This position requires the ability to handle confidential and time sensitive information with the highest level of professionalism and integrity. The top candidate will be personable, exceedingly well-organized, and successful at building and maintaining trust with the President/CEO, Board of Directors, and other members of the Executive Team.

In this, role you can expect to:

- Proactively manage President/CEO's daily tasks, schedule, calendar, meetings (internal and external), and expense reports
- Flawlessly manage and coordinate various domestic and international travel arrangements and meetings for the President/CEO, ensuring accuracy, efficiency and impeccable attention to detail
- Responsible for excellence in meeting scheduling, preparation, set-up, and follow-up including preparing presentations, agendas, materials, documenting notes, and coordinating follow-up items to completion
- Spearheads and assists the President/CEO with the creation of PowerPoint presentations, meeting agendas, and communications around member visits
- Provide support for VIP Member visits, including scheduling, catering and coordination with members and external guests
- Work in conjunction with the events staff to manage Board of Directors and Nominating Committee meetings both virtually and in-person including occasional travel, meeting preparation, meeting minutes, and follow-up
- Develop tools for Nominating Committee recruitment process, schedule candidate interviews, coordinate voting process, and coordinate Board updates to Auto Care Association website
- Maintain a confidential board portal containing bylaws, roster and committee assignments
- Manage, maintain and edit governance documents on a regular basis
- Work on special projects and other duties as needed

Qualifications

- At least 5 years professional experience working with C-suite management
- Organized, agile, detail-oriented and have strong time-management and problem-solving skills
- Very strong interpersonal skills with the ability to build relationships with stakeholders, including staff, board members, external partners
- Ability to utilize tact, diplomacy, discretion and good judgement at all times, but especially when exposed to sensitive or confidential material
- Capable of using multiple channels of communication and technology interchangeably to accomplish tasks in an efficient manner
- Must possess a team-oriented, collaborative mentality
- Proficient with Microsoft Office (Word, Excel, PowerPoint), especially regarding PowerPoint presentations
- Must embrace and have a good working knowledge of office technology including AV equipment, WebEx, etc.
- Experience working within a Microsoft Teams environment a plus

At Auto Care Association, we recognize and appreciate that each employee's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to members and partners.

Our Core Values of Teamwork, Curiosity, Integrity, and Fun (TCIF) help to create an environment where all employees feel valued, included, and empowered to do their best work, and bring great ideas to the table.

We operate as one team, accountable to one another and grow stronger by sharing knowledge, collaborating, and working toward common goals. We embrace change and constantly strive to be better through seeking out information and learning from one other. We lead by example and do what's right, even when no one is looking. We also very much enjoy our time at work by creating opportunities to have fun and develop friendships.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you. Please submit your resume and cover letter to autocarejobs@autocare.org.