

POSITION DESCRIPTION

Job title:	<i>Executive Assistant to the President/CEO</i>
Reports to:	<i>Bill Hanvey, President/CEO</i>
Division:	<i>Administration</i>
Classification:	<i>Exempt</i>
Date:	<i>March 2022</i>

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. Internally we promote an atmosphere where our core values shine: Teamwork, Curiosity, Integrity and Fun. By performing at our best, we can best serve the auto care industry.

Position Summary

The executive assistant plays a critical role in the support of the President/CEO and Board of Directors. 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.

Duties and responsibilities

- Proactively manages President/CEO's daily tasks, schedule, calendar, meetings (internal and external), and expense reports
- Flawlessly manages and coordinates 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 telephonically 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, including the strategic plan, leadership guide and bylaws on a regular basis
- Work on special projects and other duties as needed

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Qualifications

- 5-7 years professional experience working with C- Suite management
- Ability to utilize tact, diplomacy, discretion and good judgement at all times, but especially when exposed to sensitive or confidential material
- Must be organized, agile, detail-oriented and have strong time-management skills
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners
- Must possess a team-oriented, collaborative mentality and problem-solving skills
- Proficient with Microsoft Office (Word, Excel, PowerPoint), especially in regard to PowerPoint presentations
- Must embrace and have a good working knowledge of office technology including AV equipment, WebEx, etc.

At Auto Care Association, we recognize and appreciate the importance of creating an environment in which all employees feel valued, included, and empowered to do their best work and bring great ideas to the table. We recognize 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.

Diversity, equity, and inclusion (DEI) for us represent both a business necessity and a core belief. These concepts represent a fundamental value and code of behavior that impact our daily interactions and decisions. DEI is the result of respecting, valuing, and caring about others and the lives we touch through member engagement, our products, messaging, and operations.

Auto Care Association is committed to providing an inclusive and welcoming environment for all members of our staff and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of our activities or operations.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Director of Human Resources, Auto Care Association, at autocarejobs@autocare.org.