



JOB OPPORTUNITY ANNOUNCEMENT

TITLE: Staff Assistant, Global Government Affairs
DEPARTMENT/DIVISION: Global Government Affairs

DATE: April 3, 2017

POSITION SUMMARY:

This is a key position in the Global Government Affairs department providing administrative support and legislative staff support for the Senior Vice President and other members of the global government affairs staff. This position requires a self-starter who thrives in an energetic, fast-paced environment, is capable of juggling and prioritizing multiple tasks and is able to work well under the pressure of short deadlines. Will maintain often shifting staff schedules; draft and engage in direct communication with congressional offices, member airlines, and other key contacts; plan and execute various events, including congressional receptions, political fundraisers and legislative luncheons; and handle standard office functions, such as expense reports, processing invoices and arranging travel.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Senior Vice President by maintaining her schedule and the departmental schedule in Outlook, making travel arrangements, maintaining up-to-date contacts, etc.
- Meeting Coordination - Coordinate meetings for the Government Affairs Council and the State and Local Affairs Council. Plan and coordinate multiple department events such as Capitol Hill receptions and fundraiser events for Airline for America's political action committee.
- Develop knowledge of Congressional members and other public officials, key Congressional staff and the Association's member carriers and issues.
- Create and disseminate mass emails and other communications, often on tight deadlines. Must maintain up-to-date contact databases and proficient knowledge in interfacing with database programs.
- Website Management – keep the government affairs section of the A4A website, www.airlines.org, up-to-date with current issue briefs, letters, testimony and Congressional events and the GAC section of the member's only website current with information for membership.
- Enter and record staff expense reports, ticket requests and travel authorizations, and process departmental invoices.
- Additional other duties as assigned.

QUALIFICATIONS:

- Exceptional planning and organizational skills. Attention to detail a must.
- Knowledge of Capitol Hill a requirement. Experience in a congressional office strongly desired.
- Writing and proofing skills.
- Strong interpersonal skills; team player.
- Resourceful, flexible, and confident, with strong ability to multi-task in a fast-paced environment
- Ability to work proactively, with minimum supervision.
- Outstanding knowledge of Microsoft Office, including Outlook. Ability to learn other software programs.
- Standard hours are 9 to 5:30, but must be able to work additional hours as needed.

COMPETITIVE BENEFITS:

A4A offers a choice of medical plans, plus free life, dental and vision coverage to employees and their dependents. New employees are immediately eligible to join the 401k plan, with matching contributions. Eligible employees may take advantage of airline travel privileges and a tuition reimbursement plan.

HOW TO APPLY:

Interested applicants should send cover letter, resume and salary requirements to hr@airlines.org using JOA# 17-02 in the subject line.

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