Airlines for America

JOB OPPORTUNITY ANNOUNCEMENT

JOA #: 26-18
TITLE: Executive Assistant
DIVISION/DEPARTMENT: Executive Office
REPORTS TO: President and CEO

DATE: 11/19/2026
GRADE: Exempt

POSITION SUMMARY:

The Executive Assistant provides a wide range of high-level administrative support to the President and CEO of Airlines for America (A4A), the trade association representing the major U.S. air carriers. This individual plays a vital role in ensuring the efficient management of communications, scheduling, logistics and strategic coordination with internal and external stakeholders. Working closely with the CEO and senior leadership team, the Executive Assistant supports A4A's mission to advocate for the U.S. airline industry as a global model of safety, customer service and environmental responsibility—and as the indispensable network that powers our nation's economy and global competitiveness.

DUTIES & RESPONSIBILITIES:

- **Executive Communications:**
  Manage the CEO's email, telephone and written correspondence. Review incoming communications, determine priority and appropriate action and ensure timely responses. Route inquiries to relevant staff, follow up on outstanding issues and maintain accurate and organized records.
- **Scheduling and Logistics:**
  Maintain and manage the CEO's calendar, scheduling meetings, calls and travel arrangements. Ensure all logistics—such as transportation, briefing materials, hotel accommodations and related arrangements—are complete and accurate in advance of each engagement.
- **Board and Stakeholder Relations:**
  Develop and maintain strong working relationships with the Board of Directors, their executive assistants and local government affairs teams of member airlines. Serve as a liaison with key contacts on Capitol Hill and within the Executive Branch. Maintain and update contact databases and distribution lists.
- **Board Meetings and Governance Support:**
  Plan and coordinate all logistics for quarterly Board of Directors meetings, including collecting materials from senior leadership, preparing and proofing agendas and meeting documents and ensuring timely distribution. Manage all meeting logistics, including venue arrangements, meals and on-site coordination.
- **Government and Member Relations:**
  Coordinate with Congressional offices, the Administration and other government agencies to schedule meetings for the CEO. Manage all related logistics, including clearances, transportation and materials. Provide support to member airline CEOs as needed to facilitate engagement with the organization.
- **Event Planning:**
  Plan and execute events, including venue selection, guest management, meeting setup, catering and follow-up communications. Oversee agendas, notifications and on-site logistics to ensure professional execution.
- **Financial and Administrative Management:**
  Track and reconcile expenses for the CEO. Prepare and submit expense reports, process invoices, maintain leave records and support departmental budgeting and financial tracking. Manage shared calendars and key administrative systems.
- **After-Hours Support:**
  Remain available outside regular business hours to provide responsive support to the CEO and senior leadership as needed.

QUALIFICATIONS

- Requires a highly motivated, experienced professional who thrives in a fast-paced environment.
- Must be organized, detail-oriented and capable of managing multiple priorities independently, with discretion and sound judgment.
- Requires strong communication skills, professionalism and the ability to maintain confidentiality and possess strong management skills to effectively oversee office operations and supervise support staff as needed.
- Proven experience supporting senior executives, including managing complex calendars, coordinating travel, multitasking and anticipating needs.
- Must be able to determine priorities and route matters appropriately.
- Proficiency in Microsoft Office Suite—especially Outlook—is required.
- Experience in the airline industry and/or with Capitol Hill or government affairs is ideal.

WORK ENVIRONMENT:
If approved by the department supervisor, A4A employees have the option to work from home on Fridays. All employees are expected to work in the office Monday through Thursday.

SALARY INFORMATION:
The annual salary range for this position is $130,000 to $175,000. Typically, new hires are brought into the organization at a salary between the minimum and midpoint for the role, depending on experience, qualifications and internal equity.

COMPETITIVE BENEFITS:
Choice of medical plans plus free life, dental and vision coverage. 401(k) with matching contributions, airline travel privileges, a tuition reimbursement plan and 12 weeks of fully paid parental leave.

HOW TO APPLY:
Interested applicants should send a cover letter, resume and salary requirements to hr@airlines.org, attention JOA# 26-18.

Equal Employment Opportunity