

Job Opening: Executive Assistant to the President and CEO

Description

AAP is accepting expressions of interest for the position of Executive Assistant to the President and CEO. As the trade organization for the U.S. publishing industry, AAP is at the forefront of a wide range of legal and public policy developments that drive progress in the twenty-first century, including copyright protections for publishers and authors, competitive online markets, public-private collaborations, and freedom of expression. AAP delivers high quality advocacy for its member companies, while providing a stimulating but balanced work environment for its growing team.

The Executive Assistant is responsible for providing comprehensive, executive level support to the President and CEO and serves as the primary point of contact for her office on a broad range of administrative, scheduling, and project management matters. The position has both internal facing and external facing responsibilities, and supports a range of governance and programmatic meetings. It reports to the President and CEO, and is based in Washington, DC.

Experience

The Executive Assistant must be able to produce correspondence, scheduling assignments, and project assignments with precision, while supporting a mission-driven, fast-paced, high-expectations agenda in which the CEO leads both business and public policy portfolios. The ability to multitask, problem solve, anticipate, and self-direct is expected. The Executive Assistant must have the discretion, good judgement, maturity, and confidence to facilitate sensitive or confidential subject matter. A successful candidate must have strong written and verbal communication skills, administrative skills, and organizational skills. An interest in public policy and/or the creative industries is a plus.

Interested candidates should have a minimum of three years of commensurate experience at the executive administrative level and a bachelor's degree. Salary will be commensurate with similarly situated positions and the quality of the applicant's experience.

About AAP

AAP represents the leading book, journal, and education publishers in the United States on matters of law and policy, including large, small, commercial, and not-for-profit houses. Our principal mission is to advocate for outcomes that incentivize and protect the publication of creative expression, professional content, and learning solutions in the modern world. More information is available at www.publishers.org.

Applications

Expressions of interest will be accepted until the position is filled and may be sent confidentially to HR@publishers.org. Please put "Executive Assistant" in the subject line of all communications.

AAP values the array of talents and perspectives that a diverse workforce brings. All qualified applicants will receive consideration for employment without regard to race, national origin, religion, age, color, sex, sexual orientation, gender identity, disability, or protected veteran status. We offer a competitive and comprehensive compensation and benefits package, including generous vacation; medical, dental, and vision insurance; a matching retirement plan; and telework program.

Posting Effective January 24, 2022