



## JOB ANNOUNCEMENT

### **Executive Assistant to the President/Meeting Planner** Job Description

#### **Responsibilities:**

This position is an administrative position reporting directly to the President/CEO and Chief Operating Officer of an agricultural trade association with global headquarters in suburban Atlanta.

#### **Administrative Functions:**

Work closely with the President keeping appointments, calendar, correspondence, air travel, hotel arrangements, travel itineraries, post notifications, visas, event registrations, expenses, and various other responsibilities as assigned. The Executive Assistant also maintains official minutes of the organization and upon direction of the president, corresponds with members of the Board of Directors and international staff.

#### **Meeting Functions:**

The person works closely with the President and other staff in planning, preparing and executing the membership meetings, held either in the United States or in nearby countries. There are primarily two major membership meetings, an annual meeting in June and a winter meeting in December. This entails city and site selection, meeting space, room block, receptions, and banquets. All aspects of meeting registration website, payments, nametags, sponsorships, banners, and audio visual. Optional meeting activities including golf, spouse tours, entertainment and transportation.

The Administrative Assistant is also involved in the planning and execution of other smaller committee and international association meetings, mostly in the United States.

#### **General Office Functions:**

- Other duties, as assigned by the President and/or Chief Operating Officer
- Must be proficient in Microsoft Office; Outlook, Word, Excel, Power Point & Zoom Meetings.

Interested candidates should submit their resume and cover letter via email to [gtyler@usapeec.org](mailto:gtyler@usapeec.org)

#### **Non-Discrimination Policy:**

The USA Poultry & Egg Export Council (USAPEEC) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.