

<b>Job title</b>	USTMA Administrative Assistant
<b>Reports to</b>	USTMA Executive Operations Director

## **Job purpose**

Provide administrative support for USTMA senior staff to fulfill the mission and objectives of the Association. Work with other members of the Operations Team to ensure operational success.

## **Duties and responsibilities**

### Senior Team Support

#### *Scheduling and Meeting support*

- Participate in committee and working group meetings
  - o Take notes on decisions reached and action items and send summary to committee members/ working group members
  - o Schedule follow-up meetings as needed
  - o Post documents to the members-only website for committees and working groups
- Schedule meetings with internal and external individuals
- Track responses and help to coordinate logistics, supplies, and catering for any in-person meetings

#### *Tracking and Research*

- Assist in creating surveys and collecting and aggregating survey responses from USTMA members and external stakeholders
- Perform research as needed for committees staffed by Senior Staff
- Review the Federal Register each day and email EHS team any rulemakings identified to track

#### *Public website updates/ edits*

- Work with Public Relations and Member Relations teams to keep USTMA's external-facing website up to date
  - o Daily posting of relevant breaking news and USTMA press releases, reports and social media posts
  - o Schedule content refreshes (bios, pictures, other content) as needed
  - o Coordinate content schedule with team members
  - o Support the maintenance of USTMA's media database and media lists
  - o Assist with emails to stakeholders promoting USTMA webinars, including tracking participants and sending reminders

### Organization Support

- In-person meeting support
- Back-up phone support
- Register visitors for internal meetings
  - o Ensure receipt of proof of Covid-19 vaccination [as required by USTMA policy] for external meeting attendees

- Proactive communication with building management on day-to-day matters
- “Suite sweep” daily, maintenance of the unit
- Other tasks as assigned

#### **Education/Experience**

- Three years’ relevant experience required, Bachelor’s degree a plus.
- Fluency with Microsoft Office Suite required.
- Experience with website content management preferred.
- Experience with trade association dynamics a plus.
- Experience supporting multiple individuals a plus.

All applicants must have the ability and appropriate technology set-up to work remotely. This is a hybrid position, with two days a week in-office and the rest remote work. **To apply:**

- Submit resume through LinkedIn portal or [careers@ustires.org](mailto:careers@ustires.org).
- This is a local position in Washington, DC that does not include relocation expenses.

*USTMA is an equal opportunity employer. Candidates of diverse background and experience are encouraged to apply.*

*USTMA is committed to protecting its employees and their families from COVID-19. To that end, USTMA requires all employees to provide proof of full vaccination against COVID-19, including all recommended boosters, with reasonable accommodations to any employee who cannot comply with this policy for a legally protected reason. USTMA employees must follow all applicable government, building and USTMA policies regarding COVID-19 mitigation, such as masking, distancing and quarantine.*