



Job Title: Executive Assistant
Location: Chicagoland Area or Remotely from IL, IN, KY, MI, OH or WI
Terms: Part Time / 20 hours per week
Rate: \$20 per hour

About Us: The Great Lakes Independent Booksellers Association is a non-profit book store advocacy organization based in the Great Lakes and Midwest regions. Covering Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin. We provide education, events, networking opportunities and marketing programs annually.

About the Role: We are seeking an Executive Assistant to manage day-to-day tasks of the organization as well as planning and execution of annual events.

Responsibilities: Assist the Executive Director
Manage day-to-day tasks of the organization
Tradeshaw and large-scale event planning and execution
Bookstore and publisher outreach

Experience: Seeking Experience working on a trade show or on large-scale events
Including budgeting, floor plans and publisher relations
Bookselling and or publishing experience
Marketing experience
Budgeting

Familiarity or expertise in the following programs and platforms

- Constant Contact
- Microsoft Office
- Adobe Illustrator
- Adobe Photoshop
- AirTable
- Quickbooks
- Instagram
- Facebook
- Twitter
- TikTok

To Apply: Please email your resume to glibainfo@gmail.com