



JOB OPPORTUNITY ANNOUNCEMENT

AIRLINES FOR AMERICA

JOB# 26-14
TITLE: Coordinator, Security & Facilitation

DATE: October 1, 2026
GRADE: Non-exempt

REPORTS TO: Vice President, Security and Facilitation
DEPT/DIVISION: Security and Facilitation

DUTIES & RESPONSIBILITIES:

This role is responsible for providing administrative support to the Vice President, Security and Facilitation, and their direct reports across the Security, Cybersecurity, Passenger Facilitation and Cargo functions, enabling them to effectively serve A4A members.

- Coordinate council and working group meetings for the department which includes communications with members on logistics, questions and any problems that may arise; assist meeting attendees with handouts, computer and phone access; assist with notetaking; audio-visual needs; transportation needs; order catering; serve and clean up meals and book off-site dinner arrangements.
- Assist in the creation, management and maintenance of internal team drives and files, website information, contacts, council and working group updates to related distribution lists.
- Maintain files including quarterly meeting minutes, any departmental report consolidation and distribution; handle correspondence and maintain standard office records; answer phones; maintain/update databases; work to update information on the Airlines for America website and member portal.
- Make travel arrangements, including domestic and international flights, hotels and cars.
- Enter and record ticket requests and travel authorizations; process departmental invoices and input/send to the appropriate locations.
- Assist with scheduling for the Vice President, Security and Facilitation. Support other departmental staff assistants or coordinators as needed.
- Handle department mail, including faxes.
- Additional duties will be assigned as necessary.

QUALIFICATIONS:

- Candidate must be outgoing, motivated, customer service-oriented and able to work with a high degree of accuracy and minimal direction.
 - Demonstrated organizational skills are critical.
 - Excellent communication skills are a must, including above-average phone skills.
 - Must use discretion when handling sensitive security information.
 - Must have demonstrated proficiency in Microsoft Word, Microsoft Forms, Excel, Outlook, Adobe Acrobat and Microsoft Access or other database experience desired.
 - Must have two years of office/administrative experience. Preferably in a trade association.
 - Minimum two years of college required.
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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 \$60,000 to \$80,000. 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# 26-14.

Equal Employment Opportunity