



Executive Assistant

WHO WE ARE:

Dry Creek Vineyard, one of Sonoma County's premier family-owned legacy wineries, is seeking an **Executive Assistant** to join our dynamic team. For more than five decades, we've remained proudly independent, guided by our "No Compromises" philosophy and a commitment to crafting appellation-focused, terroir-driven wines that reflect the heart of Dry Creek Valley.

But behind every bottle is a team that keeps the business running with precision and integrity. We are 100% certified sustainable, deeply collaborative, and committed not only to excellence in the vineyard and cellar — but also in how we operate. If you value accuracy, accountability, and being part of a team that truly supports one another, we'd love to meet you.

WHO WE'RE LOOKING FOR:

Are you someone who thrives on keeping leaders organized, managing details with precision, and ensuring nothing falls through the cracks? Do you bring professionalism, discretion, and initiative to everything you do?

We're seeking an Executive Assistant to the President to provide high-level administrative and organizational support within our family-owned Sonoma County winery. The ideal candidate is highly detail-oriented, extremely efficient, and professional, with proven experience providing multi-faceted executive-level support. In this role, you'll manage the President's day-to-day operations — overseeing complex calendars, communications, meetings, and travel — while anticipating needs and ensuring priorities are executed seamlessly.

You'll act as a trusted partner to the President, helping streamline workflows, support key initiatives, and maintain clear communication across the leadership team and broader organization. Every day brings fresh opportunities to apply your organizational skills, sound judgment, and ability to manage sensitive information with confidence and care.

While the primary focus of this role is executive support, you'll also contribute to the Sustainability initiatives that strengthen our winery's commitment to excellence in environmental leadership and responsible stewardship. If you're a poised professional who excels in a fast-paced, family-oriented environment, this is a rewarding opportunity to make a meaningful impact at the heart of our leadership team.

RESPONSIBILITIES INCLUDE:

- Provide high-level administrative support to the President, including calendar management, meeting coordination, and travel planning
- Prepare, edit, and manage correspondence, presentations, reports, and meeting materials

- Serve as a key liaison between executives, staff, vendors, and external partners
- Coordinate internal and board meetings, including agendas, materials, and follow-ups
- Track projects and ensure timely execution of action items
- Maintain confidentiality and handle sensitive information with discretion
- Assist with bookkeeping tasks, expense tracking, reporting, and filing
- Support shipping logistics for wine and POS materials
- Contribute to special projects and provide general administrative support as needed
- Coordinate and support the winery's sustainability initiatives and programs
- Maintain documentation for sustainability certifications, including compliance tracking
- Assist in preparing for audits and certification renewals
- Collect, organize, and report sustainability metrics (e.g., water usage, energy consumption, waste reduction)
- Collaborate cross-functionally with vineyard, production, and operations teams to ensure adherence to sustainability standards
- Coordinate seasonal sustainability-related activities such as employee garden gleaning and olive harvest/bottling
- Identify opportunities to enhance environmental practices and reduce overall impact
- Support internal and external communication of sustainability efforts

KEY QUALIFICATIONS:

- Bachelor's degree in Business Administration, Communications, or a related field preferred.
- 3–5 years of experience providing executive-level administrative support; experience in the wine or hospitality industry is a plus.
- Exposure to or involvement in sustainability initiatives is a plus.

LOCATION:

This position is based at our winery in Healdsburg. It is not a remote or hybrid role.

Ready to advance your career with a pioneering Sonoma County winery where precision matters and teamwork is valued? If you're eager to contribute to a company that pours itself into every glass, **send your resume and cover letter to careers@drycreekvineyard.com.**