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Executive Assistant

The Executive Assistant provides support to the Executive Leadership Team, including project and calendar management, office administration, and event execution. The position plays a key role in anticipating the needs of leadership and offering excellent hospitality to our partners and guests. This role will require one who loves to serve, is wired to be a helper, and excels in managing multiple tasks in a fast-paced environment. The position is full-time and will work from the Macon office, but some travel within Central Georgia will also be needed.

Main Executive Assistant Job Responsibilities:

- Perform office administrative duties as requested by the Executive Leadership Team
- Assist with Board Meeting preparation (compliance requirements, report printing, room assembly)
- Maintain all Board administration details including Board member files and meeting minutes binders
- Anticipate needs of the Executive Leadership Team
- Manage Executive Leadership Team calendars
- Administrate donor care activities
- Assist with financial data entry and report creation
- Serve as primary CS phone response
- Offer project management support
- Serve as primary event planner
- Take detailed meeting minutes/notes at staff meetings and Executive Team meetings as needed
- Participate in annual trainings as required by CS

Qualifications:

- Intuitively wired to anticipate needs
- Passionately aligned with the mission and vision of Caring Solutions
- Excellent communication skills, both verbal and written
- Comfortable interacting with donors and other members of the public
- Strong organizational and administrative skills
- Proficient in Microsoft Office 365
- Comfortable with navigating database produced statistics and electronic systems
- Self-motivated, able to multitask, and goal focused
- Able to work well in a team environment

Physical Requirements:

- Frequent use of computer with long periods of sitting, operating keyboard, and telephone use
- Lift and carry items up to 25lbs
- Ascending and descending stairs and ladders, repetitive hand movements, standing, walking, sitting, squatting, kneeling
- Ability to drive to different locations
- Ability to move quickly between multiple offices

Please submit cover letter and resume to:
info@caringsolutionspc.com