



www.friendsofcaringsolutions.com

Care Coordinator

The Care Coordinator plays a vital role in creating a welcoming, organized, and supportive environment for clients, staff, and volunteers. This position serves as the first point of contact for many of the women and families we serve and helps ensure that day-to-day operations run smoothly, compassionately, and with excellence.

The Care Coordinator supports client flow, hospitality, administrative systems, volunteer coordination, and event logistics while upholding the mission, values, and standards of the organization. This role is ideal for someone who is organized, relational, service-oriented, and passionate about supporting women and families.

The position is full-time with PTO benefits. This role will work primarily from the Macon office.

Main Care Coordinator Responsibilities:

- Serve as front office reception: Greets clients and is responsible for client check-in/registration process, helping clients through the Baby Boutique, and scheduling appointments
- Ensure that the GPS service areas are clean and orderly
- Coordinate all volunteer projects and service opportunities for GPS in Macon
- Oversee all non-medical equipment maintenance for GPS in Macon
- Perform administrative duties supporting program leadership
- Order and manage office supplies for the GPS Initiative in Macon
- Administrate case management tracking and follow-up efforts
- Organize, stock, and clean the Baby Boutique
- Plan and facilitate logistics for GPS events, including venue preparation, presentation materials, security, catering, equipment, and décor
- Semi-annually connect with agencies to verify that our referral information remains current and reports any changes that are needed to the Director of Advocacy
- Maintain database containing community resource information and includes contact names, phone numbers, email addresses, and date of last contact
- Ensure that permission is granted and releases are signed before taking pictures or video of client impact and submit them to the Director of Organizational Development
- Oversee GPS client experiences from conception through post-event review; manage on-site preparations, production, and event breakdown; and ensure consistent, high-level service throughout all phases
- Troubleshoot any issues that arise on event day
- Maintain supplies in GPS kitchen and bathroom that extend hospitality
- Participate in annual trainings as required by CS

Education/Experience:

- Administrative or nonprofit experience preferred
- Experience in case management, social work, or related field preferred
- A minimum of a Bachelor's degree preferred

Qualifications:

- Agreement with our Statement of Faith and Commitment of Care and Competence
- Desire to work within a Christian ministry setting
- Passion for this work and a "whatever it takes" attitude to see it advance

- A “team-mindset” to contribute to and benefit from working together in order to fulfill the mission
- Strong interpersonal skills (highly effective in working with people in a caring, gentle and motivational manner)
- Strong servant leadership skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative, be proactive, and problem solve quickly
- Ability to organize, prioritize, and manage multiple tasks in a collaborative setting

Please Submit Cover Letter and Resume To:
info@caringsolutionspc.com