



*www.friendsofcaringsolutions.com*

## **Executive Assistant**

The Executive Assistant will assist the Executive Team, specifically the Executive Director, of Caring Solutions. This will include project and calendar management, project coordination and administration, and general administration. The position plays a key role in anticipating the needs of the Executive Director 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 will also be needed.

### **Main Executive Assistant Job Responsibilities:**

- Highly detailed and organized project management and execution
- Assistance and pre-planning for Executive Director
- Calendar management for Executive Director
- Administrative assistance for special events
- Schedule meetings and speaking engagements for the Executive Team
- Provide phone and reception assistance
- Coordinate care for guests
- Provide data entry and generate reports for financial gifts

### **Qualifications:**

- Intuitive wiring 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](mailto:info@caringsolutionspc.com)