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## **Executive Assistant**

The Executive Assistant provides support to the Executive Leadership Team, but primarily to the Chief Executive Officer through 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 will also be needed.

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

- Perform office administrative duties as requested
- Assist with board meeting preparation (compliance requirements, report printing, room assembly, etc...)
- Administrate governance administration and compliance requirements
- Meet basic graphic design needs (through Canva, WIX, text platforms, and email systems)
- Anticipate needs of the Chief Executive Officer
- Assist in the administration of donor care activities
- Assist with financial data entry and report creation
- Offer project management support
- Offer assistance in event planning and execution
- Take detailed meeting minutes at staff meetings
- Participate in annual trainings as required by CS

### **Qualifications:**

- Intuitively wired to anticipate needs, thrives in hospitality, and genuinely enjoys serving others
- Capable of working with a fast-paced executive team in addition to being able to multitask and prioritize tasks
- 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 10lbs
- 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)