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Executive Assistant

The Executive Assistant provides support to the Executive Leadership Team, but primarily to the Executive Director, 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 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
- Meet basic graphic design needs (through Canva, WIX, text platforms, and email systems)
- Anticipate needs of the Executive Leadership Team
- Manage Executive Leadership Team calendars
- Administrate donor care activities
- Assist with financial data entry and report creation as needed
- Offer project management support
- Serve as primary event planner
- Take detailed meeting minutes at staff meetings and Executive Team 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 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