



Position Title: Executive Assistant

Reports To: President & CEO

Current Staff: Christine Quann

Direct Reports: None

Office: Care Net HQ

Exempt/Non-Exempt: Non-Exempt

Date: May 12, 2026

Position Description:

Reporting to the President/CEO, the Executive Assistant provides administrative and other support to the President/CEO and Executive Management Team. A reliable, well-organized Executive Assistant handles day-to-day operations with a focus on efficiency and time management. The Executive Assistant is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control and task delegation. Experience in handling a wide range of administrative support-related tasks with the ability to work independently with little or no supervision. He/she is a well-organized, flexible, and energetic professional who doesn't mind wearing multiple hats. The Executive Assistant embodies Care Net's Christian, Pro-Abundant Life mission and vision, by supporting Care Net's key strategic initiatives.

Core Responsibilities

- Assistant to the President/CEO for managing his/her calendar, communications, travel and day-to-day operations for the Executive Office
- Manage the Public Education budget
- Prepare, process and track call reports for the President/CEO's donor calls and meetings. Maintain donor, prospect, Christian and other contact related lists for mass mailings and periodic updates on Care Net's initiatives
- Use a range of productivity office software to include email, spreadsheets and databases, to ensure the efficient running of the office
- Manage the Church Engagement Pipeline in HubSpot
- Manage online and paper filing systems
- Manage the President/CEO's internal and external speaking requests
- Prepares and processes travel and expense reports for the President/CEO's donor and speaking event trips
- Processes expense reports for the President/CEO and Care Net Board of Directors
- Arrange for necessary office/equipment repairs
- Point of contact for the ADF Facility support ticketing system and reservations for remote staff at the Virginia Guest House
- Handle communications, scheduling and preparations for Care Net's Board of Directors' meetings with the Vice President of Administration & Operations, Board Chair and Office Manager. Track and provide statistics for input into the President/CEO's board reports
- Collaborate with the Chief Outreach officer on podcast and media interviews for the President/CEO throughout the year and during speaking events
- Plan in-house or off-site activities and parties for staff with the Office Manager, as needed
- Ability to travel to the Care Net annual conference and staff summit. Prepare trip folders and/or binders with detailed logistical information. Coordinate with the conference team, COO and Office Manager on scheduling and related tasks

- Schedule Executive Management Team meetings for onsite and remote staff (weekly, biweekly, quarterly Wombside Chats, mid-year, and annual reviews)
- Process FedEx, USPS, and Amazon packages for the President/CEO's books and booklets for speaking events
- Prepare and process the minutes for the Finance Committee, Care Net Board of Directors, and Care Net Foundation meetings. Experience with DocuSign is highly desirable
- Participate on the rotation schedule for kitchen duty and leading devotions, in addition to end-of-year donor "thank you" calls.
- Flexible and willing to perform varying duties depending on the shifting needs of Care Net and staff members

Conference and Other Events

- Travels to and performs duties, as assigned, at the Care Net annual conference
- Participates in other events, meetings, and activities as assigned

Requirements

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior
- Abides by Care Net's People Principles and adheres to a biblical peacemaker attitude based on Matthew 18 guidance related to conflict resolution
- Attends and participates in daily staff devotions, prayer and occasional fasting
- Possesses a strong commitment and dedication to the pro-abundant life position
- Associate degree required or experience of four or more years working in a corporate setting
- Ability to work strategically and collaboratively across departments. Possesses basic accounting knowledge for working with the Controller and finance team
- Effective, versatile and action-oriented. Has or is willing to obtain Public Notary certification
- Has strong oral, written, and interpersonal skills with the ability to keep sensitive information confidential
- Has excellent calendar management skills
- Advanced computer skills with proficiency in Zoom and the Google and Microsoft Office productivity suites. Experience with ClickUp, Bill.com, Virtuous or Salesforce ERP, DocuSign and HubSpot are desirable
- Comfortable with a fast-paced environment and the ability to multi-task with minimal supervision
- Has the ability to schedule complex travel arrangements for the Executive Office
- Has strong organizational skills, project management skills, and a keen attention to detail
- Supply management experience and basic fundraising knowledge is desirable. Experience with Call Hub is a plus
- Able to perform the essential duties of the job without reasonable accommodations
- Has the ability to work with a diversity of cultures and Christian denominations, backgrounds, and traditions
- Agrees with Care Net's Statement of Faith and Mission/Vision, Employee Conduct Policy, and Core Values

Prepared By: Roland Warren, President & CEO

Signature: _____ Date: _____

Employee Acknowledgement: _____

I have read and understand the Position Description for the position I hold at Care Net. A copy of the Position Description has been given to me for my records. I acknowledge, understand and agree that:

1. It is for the purpose of information and to assist me in the performance of my position at Care Net.
2. It does not constitute an employment contract with Care Net.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Care Net.

I understand and agree that my employment with Care Net is “at will” and may be terminated at any time, with or without cause, for any or no reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File

Copy: To Employee

Copy: Position Descriptions File