



**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

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### **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

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**Prepared By: Roland Warren, President & CEO**

**To Apply Please visit this web page to apply:**

<https://recruiting.paylocity.com/recruiting/jobs/All/96755c0a-be5c-4cac-b97e-9a7ddfd42cce/CARE-NET>

No Phone calls please.

