



Assistant Director

The Assistant Director will serve as an extension of and support to the Executive Director for oversight of operations in the Macon and Warner Robins offices. This position will support the clinic and executive leadership teams through leadership, administration, project management, and scheduling. The position is available as full-time or heavy part-time and will work from the Macon and Warner Robins offices.

Main Assistant Director Job Responsibilities:

- Administrate HR maintenance and processes
- Coordinate the clinic and program staff schedules
- Coordinate all staff trainings
- Order office, clinic, and program supplies
- Supervise the orientation process for new hires and volunteers
- Maintain accreditation compliance requirements
- Coordinate projects as needed
- Assist with development and outreach needs and projects

Qualifications:

- Agrees to our Statement of Faith and Commitment of Care and Competence
- Passion for this work and a "whatever it takes" attitude to see it advance
- A "team-mindset" to contribute to and benefit from working together in order to fulfill the mission
- Strong servant leadership skills
- Ability to coordinate multiple projects at once
- Strong written and verbal communication skills
- Strong administrative skills in addition to proficiency in Microsoft Office programs
- Ability to take initiative, be proactive, and problem solve
- Ability to organize, prioritize, and manage multiple tasks in a collaborative setting
- Able to work independently and with light supervision
- Must have a minimum of a bachelor's degree

Please Submit Cover Letter and Resume To:
info@caringsolutionspc.com