



**Position:** Office Manager  
**Reporting to:** Chief Financial Officer (CFO)  
**Organization:** StrongMinds  
**Location:** Maplewood, New Jersey

**StrongMinds** ([www.strongminds.org](http://www.strongminds.org)) is a dynamic and fast growing 501(c)(3) social enterprise based in Maplewood, N.J, that focuses on one of the most underserved populations and one of the most pervasive mental illnesses in the world. We treat depression among women of all ages in Africa, where access to mental health treatment is extremely limited, and will be launching our services in Newark, New Jersey beginning in 2022.

Since its start in 2014, StrongMinds has treated over 150,000 women with depression in Uganda and Zambia. *We are the only organization scaling a solution to depression with a potential to serve millions of people in the next ten years.*

StrongMinds has earned an impressive reputation in the global mental health space. In addition to media coverage in the New York Times, Forbes, [BBC World Service](#), and the [Stanford Social Innovation Review](#), we are described by UK organization Founders Pledge as the most cost- effective mental health organization working in the developing world.

#### **Position: Office Manager**

We are hiring a **full time (40 hours per week) Office Manager** to join our small, results-oriented team focused on fueling our rapid scale up. The Office Manager will report to the Chief Financial Officer and partner closely with all members of the StrongMinds team. The successful applicant will primarily provide administrative, accounting and human resources support to the CFO, but s/he may occasionally be asked to support other US team members on a limited basis.

This role is integral to StrongMinds' ambitious growth trajectory as we dramatically scale our program. This is an exciting opportunity to be involved in a number of different aspects of an entrepreneurial social impact organization with an international focus.

#### **Responsibilities**

- Support the accounting function by:
  - organizing and electronically filing transaction source documents while ensuring accurate transaction coding,
  - reviewing invoices that are received for accuracy and against contracts,
  - reviewing staff expense reimbursement requests and credit card expense reports for accuracy and proper documentation, coordinating with other administrative staff,
  - obtaining necessary approvals and being responsible for the maintenance of approval documents,
  - collaborating with external CPA to streamline information sharing and the accounting function.

- Manage human resource related activities such as:
  - onboarding and exiting staff members,
  - set-up and follow-up with benefits providers and taxing agencies,
  - ensuring timely and accurate timesheet submissions,
  - processing and managing payroll.
- Serve as point person for U.S. office technology needs by:
  - troubleshooting information technology issues,
  - setting-up Apple laptops for staff,
  - maintaining the office phone system, printer and other equipment,
  - ensuring organization's Dropbox folders are organized.
- Support the launch of StrongMinds America operations where needed, including logistics and engagement with partner organizations.
- Manage procurement of office supplies and fixed assets. Maintain records regarding the same.
- With the CFO, champion policy compliance and evolution. Develop or improve office procedures.
- Process incoming and outgoing mail.
- Manage CFO travel logistics including flights, lodging, and visas.
- Undertake special research projects or ad hoc requests such as correspondence.
- Undertake other relevant tasks as required in a dynamic, start-up environment.

The successful Administrative Assistant will also be expected to embrace and role model the core values of StrongMinds:

- We are people-focused
- We think big and act fast
- We are data-driven
- We do what we say and say what we do
- We believe in collaboration, not competition

As part of a rapidly growing NGO, this role has potential for advancement. Smart, aggressive and ambitious candidates are encouraged to apply.

**Qualifications/Education:**

- Bachelor's degree

**Skills, Abilities & Experience Required:**

In addition to the required Qualifications/Education, there are a number of skills, abilities and experience that the successful candidate will possess:

- 2-4 years of prior office/administrative experience.
- Strong problem-solving skills.
- Extremely detail oriented and able to keep track of multiple tasks and issues in a fast-paced and deadline-driven environment.
- Ability to remain flexible.
- Willingness to learn and grow and to take on new assignments in a dynamic environment.
- Ability to work independently without a lot of direct supervision and to manage up.
- Excellent time management and prioritization skills without compromising on quality.

- Excellent written and oral communication skills. Ability to synthesize important information efficiently and effectively.
- Comfort with troubleshooting software and technology issues. Zoom, Google Suite, DropBox, Adobe, and Office 365 experience a plus but not required.
- Understanding of accounting principles. Non-profit accounting a plus but not required.
- Strong MS Office skills and QuickBooks Online skills.
- Strong interest in the non-profit sector, mental health and more specifically the mission of StrongMinds.
- Humility and an eager desire to learn, roll up your sleeves, and contribute to an incredible mission.
- World-class sense of humor.

**Location**

The candidate would work from the Maplewood, NJ, offices of StrongMinds most of the time, with flexibility to work from home on occasion.

**Salary and Benefits**

\$48,000-52,000 per year. Medical coverage, long-term disability, retirement savings, flexible schedule and generous time off.

**Start Date**

June 1, 2022

**To Apply**

Please submit a thoughtful and brief cover letter and resume to Susan Ryan via email at [sryan@strongminds.org](mailto:sryan@strongminds.org) writing 'Office Manager' in the subject line.

StrongMinds offers competitive salary/benefits and is an equal opportunity employer.