

**Position: Administrative Assistant**

**Reporting to: Chief Development and Communications Officer**

**Organization: StrongMinds**

**Location: Remote (Eastern Time Zone), or Maplewood, NJ**

**StrongMinds** ([www.strongminds.org](http://www.strongminds.org)) is a dynamic and fast-growing 501(c)(3) social enterprise 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, and we are guided by a goal to end the depression epidemic in Africa.

Since its start in 2014, StrongMinds has treated over 160,000 women with depression in Uganda and Zambia. **We are the only organization scaling a solution to depression in Africa with the 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*, and *Psychology Today*.

#### **Position Description: Administrative Assistant**

We are hiring a **full-time Administrative Assistant** to join our small, results-oriented team. The Administrative Assistant will report to the Chief Development and Communications Officer (CDCO) and partner closely with all members of the Development and Communications team. The successful applicant will primarily provide administrative support to the CDCO, 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**

- Ensure key deadlines are clearly documented in team calendars to ensure timely submission of deliverables. Own keeping the team apprised of upcoming deadlines.
- Schedule and coordinate meetings, managing logistics, whether by Zoom or in person, which could include securing meeting venues, arranging meals, and collecting and disseminating meeting materials.
- Take meeting minutes as requested.
- Manage CDCO travel logistics, including flights, lodging, and visas.
- Arrange travel itineraries, including scheduling multiple meetings with donors, media, and public speaking opportunities.
- Proofread proposals and reports.
- Outreach on behalf of CDCO on new publications, information, or opportunities.
- Oversee and manage CDCO monthly expense reporting.

- Data entry and running of reports on various donation platforms.
- Support reconciliation between the fundraising and accounting departments.
- Reconciling monthly expenditures undertaken by the CDCO and team by providing the necessary documentation and/or receipts to the accounts department.
- Input content, images, or assets into applications or awards portals.
- Additional scheduling, event coordination, or communications administrative duties as assigned.
- 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 the 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:

- 3-5 Years of Administrative Experience.
- Extremely detail-oriented and able to keep track of multiple tasks and issues in a fast-paced and deadline-driven environment.
- Strong interest in fundraising, non-profits, social entrepreneurship, international development, and/or mental health.
- Dedicated to and passionate about the mission of StrongMinds.
- Excellent written and oral communication skills. Ability to synthesize important information efficiently and effectively.
- Excellent copy-editing skills.
- Strong problem-solving skills.
- Zoom, G-Suite, and DropBox experience; Office 365 experience is a huge plus but not required
- Strong MS Office skills.
- Willingness to learn and take on multiple assignments in a dynamic environment.

- Excellent interpersonal skills.
- Excellent time management and prioritization skills without compromising on quality.
- Dedicated to and passionate about 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 and Travel**

The position location is flexible. The candidate can work from home and/or in the Maplewood, NJ, offices of StrongMinds. The candidate will need to be within the Eastern Time zone.

**Start Date:** January 4, 2023

### **Salary and Benefits**

\$42,000-46,000 per year. Medical coverage, long-term disability, retirement savings, flexible schedule and generous time off.

**COVID-19 considerations:** Current CDC and NJ Covid-19 guidelines are followed.

### **To Apply**

Please submit a brief cover letter and resume to Susan Ryan at [sryan@strongminds.org](mailto:sryan@strongminds.org) writing 'Administrative Assistant' on the subject line.