



Position: Program Assistant (Part-time/Hybrid)
Reporting to: Managing Director
Location: Remote/Northern New Jersey
Organization: StrongMinds America
Website: www.strongmindsamerica.org

StrongMinds America (SMA) is the US program branch of StrongMinds, an award-winning international organization widely recognized for its innovative approach to improving access to mental health care. Our program mission is to promote the mental health and emotional wellbeing of adolescents and young adults through advocacy, education, prevention, and intervention.

POSITION DESCRIPTION

We are hiring a part-time Program Assistant to join our small, results-oriented team. The position will report to Kevin George, SMA Managing Director, and will partner, as appropriate, with all members of the leadership team.

This role is integral to SMA's ambitious growth trajectory as we dramatically scale our program. This is an exciting opportunity to be involved in many different aspects of a mission-driven organization with a global focus.

RESPONSIBILITIES:

- Managing meetings and call/Zoom logistics, including securing meeting venues, arranging meals, and collecting and disseminating meeting materials.
- Ensure Managing Director is aware of key deadlines to ensure timely submission of deliverables. Own keeping the MD (and leadership team) apprised of upcoming deadlines.
- Support SMA meetings, take meeting minutes, and managing action items as needed.
- Manage travel logistics for team as needed, including flights, lodging (researching hotel and Air BNB options as requested), ground transportation, visas and preparing travel itineraries.
- Assist MD and program team with all event planning (staff retreats, holiday events, tabling webinars, clinical trainings) by managing logistics, food, gifts, securing venues and managing RSVPs.
- Reconcile monthly expenditures undertaken by the MD by providing the necessary documentation and/or receipts to the accounts department.
- Undertake special research projects or ad hoc requests.
- Undertake other relevant administrative tasks as required in a dynamic start-up environment.

DESIRED SKILLS AND EXPERIENCE:

- Bachelor's degree.
- 3-5 years of administrative experience.
- Excellent verbal, written and interpersonal skills, focused on transparency and accessibility.

- Extremely detail-oriented and able to keep track of multiple tasks and issues in a fast-paced and deadline-driven environment. Ability to synthesize important information efficiently and effectively.
- Willingness to learn and take on multiple assignments in a dynamic environment.
- Zoom, G-Suite, DropBox and Office 365 required.
- Strong interest in non-profits, social entrepreneurship, international development, and/or mental health.
- Dedicated to and passionate about the mission of StrongMinds.
- World class sense of humor.

The successful Program Assistant will model and exemplify 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.

OTHER CONSIDERATIONS:

Location: The position location is flexible. The candidate will work from home, in the Maplewood, NJ, offices of StrongMinds and at partner sites across Northern New Jersey.

Start Date: On/about October 28, 2023.

Salary & Benefits: The salary for the position is \$31,000 less applicable taxes and withholdings under local, state and federal law for 24 hours per week of work. Paid holidays, Benefits, IRA, unlimited PTO.

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

To Apply: Please submit a thoughtful and brief cover letter and résumé to Susan Ryan via email at sryan@strongminds.org mentioning "Program Assistant" in the subject line.

StrongMinds provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type regarding race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.