



**Position:** Executive Assistant (Part-Time)  
**Reporting to:** Chief Executive Officer  
**Location:** On-site in Maplewood NJ  
**Salary:** \$26,000/ year

#### **Organization Description:**

**StrongMinds** ([www.strongminds.org](http://www.strongminds.org)) is a dynamic and fast growing 501(c)(3) social enterprise that treats depression among women of all ages in Africa, where access to mental health treatment is extremely limited. Since its start in 2013, StrongMinds has treated nearly 425,000 women and adolescents with depression in Uganda and Zambia. **We are the only organization scaling a solution to depression in Africa with a potential to serve millions in the next ten years and to expand to other geographical regions.** 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 and by Charity Navigator as a highly rated, high-impact charity.

#### **About the role:**

We are hiring a part-time Executive Assistant (EA) to join our small, results-oriented team. The EA will report to Sean Mayberry, StrongMinds' Chief Executive Officer and will partner, as appropriate, with all members of the Global Leadership Team.

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

#### **Responsibilities:**

- Schedule and coordinate virtual meetings across three or more time zones to accommodate our team on the West Coast and in Uganda and Zambia.
- Manage meeting and call/Zoom logistics, including securing meeting venues, arranging meals, and collecting and disseminating meeting materials.
- Ensure CEO is aware of key deadlines to ensure timely submission of deliverables. Own keeping the CEO (and the Global Leadership Team) apprised of upcoming deadlines.

- Support Board, Global Leadership, and other workgroup meetings, take meeting minutes and manage action items as needed.
- Manage CEO's travel logistics, including flights, lodging (researching hotel and Air BNB options as requested), ground transportation, visas and preparing travel itineraries.
- Assist CEO with event planning (staff retreats, holiday events) by ordering food, gifts, securing venues and managing RSVPs.
- Reconcile monthly expenditures undertaken by the CEO by providing the necessary documentation and/or receipts to the accounts department.
- Oversee and manage CEO's monthly timekeeping and approvals.
- Undertake special research projects or *ad hoc* requests.
- Undertake other relevant tasks as required in a dynamic start-up environment.

### **Skills Abilities & Experience Required**

- Bachelor's degree.
- 3-4 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.
- Experience in Zoom, G-Suite, DropBox and Office 365 required.
- Strong interest in non-profits, social entrepreneurship, international development, and/or mental health.
- World class sense of humor.

### **Strong Minds Core Values**

- 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.

**Location:** This position is based out of the Maplewood, NJ office of StrongMinds.

**Start Date:** As soon as possible.

**Salary & Benefits:** \$26,000 per year less applicable taxes and withholdings under local, state, and federal law for 20 hours per week of work.

**To Apply:** Please submit a thoughtful and brief cover letter and résumé to Susan Ryan via email at [sryan@strongminds.org](mailto:sryan@strongminds.org) mentioning "Executive Assistant" in the subject line.