



Administrative Manager Job Description

Who We Are

The Youth Mental Health Project™ (YMHP) is a 501 (c)(3) non-profit organization whose mission is to educate, empower, and support families and communities to better understand and care for the mental health of our youth. Our leadership, staff, and Board of Directors are motivated to reduce the shame, blame, misunderstanding, and silence that so often hinder access to needed information and supports. In short, we help parents and caregivers to best support their children's mental health.

By joining YMHP today, you're stepping onto a highly collaborative team that is passionate about transforming our culture by placing mental health on an equal footing with physical health. We are looking for colleagues who are smart and know how to get things done. We believe in hiring high potential, humble individuals who can rapidly grow their responsibilities to keep pace with our growth.

Position Overview

We are looking for a full-time Administrative Manager (AM) to join our 4-person team. This is a newly-created, work-from-home role that we envision will grow in scope and responsibility over time.

The AM takes ownership of all YMHP administrative functions and provides core support in the areas of board management, contractor management, and key programs. The successful candidate will be a public-facing professional who is invested in improving the mental health of youth through empowering parents and caregivers; who has strong communication, organization, and computer skills, attention to detail, and work ethic; and possesses a can-do attitude. The AM is excited to be stretched with new tasks and challenges, while maintaining a philosophy that all tasks are important, no matter how seemingly small.

The AM supports all staff at YMHP and will report directly to the Executive Director. Tasks will vary throughout the year as organizational needs and activities change.

We are committed to an inclusive hiring process and strongly encourage diverse candidates to apply.

Responsibilities

The AM will serve as the concierge for the organization and oversee the smooth operation of office and program administration.

- Develop an understanding of our mission and programs
- Schedule meetings via Google Calendar and Zoom and manage the Executive Director's calendar
- Monitor our organization's email box and triage incoming requests for information to the appropriate team member
- Manage speaking engagement requests, bookings, and contracts
- Lead planning and outreach activities for our monthly webinar series
- Lead and manage our internship program
- Serve as the point person for ordering and managing supplies, including printed materials for our partners and "swag" for events

- Engage with contractors for printing, translation, website updates, and graphic design
- Track volunteer hours
- Make travel arrangements, as needed

Additional responsibilities to directly support Board management and special events include:

- Assist in preparing for board meetings with meeting reminders, communications with board members, updating the board dashboard, and meeting preparation
- Assist in preparing materials for board orientations, retreats, and special events
- Maintain the board list internally (with addresses) and externally (such as on the website)

Qualifications

- Bachelor's Degree and 2 years of experience in a similar role
- Fluency with Google Suite, including Google Sheets and Drive functionality
- The ability to communicate easily, respectfully, and sensitively, both verbally and in writing with colleagues and external stakeholders and partners
- Experience with PowerPoint and/or Google Slides and visual displays of information
- Fluency with social media
- Experience with email communication software, such as MailChimp or Network for Good, a plus
- Spanish fluency a plus

Compensation and Benefits

This is a full-time, remote role with a salary range of \$40,000 - \$45,000. Flexible paid time off, 12 paid holidays (including week between Christmas Day and New Year's Day); professional development.

To Apply

Candidates should send a resume and cover letter to recruiting@ymhproject.org with "Administrative Manager" in the subject line.

We believe in diversity of ethnicity, ability, gender, sexual orientation, religion, and culture and that our differences are critical to effectively reaching every family whose child or young adult struggles with their mental health.