

## **Executive Office Coordinator and Quickbooks Manager**

**About MAMH:** The Massachusetts Association for Mental Health (MAMH) is a lead behavioral health policy and advocacy organization located in downtown Boston. MAMH has a mission to advance mental health and well-being by promoting research, prevention and early intervention to address social, emotional, and mental health challenges. MAMH has further committed to eliminate stigma and discrimination by promoting interventions that directly address social, economic and political impediments that undermine the full inclusion of individuals living with mental health conditions.

MAMH has a small team of 7-9 staff who will rely on this position to manage a range of tasks. Primary responsibility is to serve as the executive administrative coordinator for the MAMH organization as a whole, reporting to the President/CEO, and also be responsible for managing the bookkeeping functions in Quickbooks for the Director for Administration and Finance which will entail 1.5 of the five day workweek. The position is basically 30% bookkeeping and 70% executive support.

**Bookkeeping functions:** Applicants must be proficient in Quickbooks online or desktop and will be responsible for paying bills, making deposits, reconciling statements, providing financial reports on a monthly basis, submitting payroll, supporting budget development and monitoring, and supporting the annual audit process.

**Executive administrative functions** include:

- Supporting the operations of an office and team of 7-9 individuals.
- Maintaining core responsibility for key contacts with internal and external constituents including partners in state government, foundations, other similarly aligned non-profits, legislative staff, board members, consumers, business colleagues, vendors, and other stakeholders. Contacts and communications will involve telephonic, written, and face-to-face interactions, as well as work with Board, business and conference meeting planning and execution.
- Scheduling and synchronizing meetings and conference calls with multiple participants, preparing Board packets and minutes, conference and meeting materials, working with outside vendors when necessary, and supporting the Director for Administration and Finance with accounting and contracting related tasks.
- Serving as event coordinator for MAMH conferences and fundraising events. Responsible for conference and fundraising event planning logistics, working with executive staff, including site selection, vendor negotiation, registration, pre- and post-event communications, budget management, audio/visual, onsite staffing, catering, and preparing copies of written materials for the conference attendees.
- Maintaining an organized file system of paper and electronic documents. Manage MAMH's list of contacts (housed in Constant Contact), ensuring data is accurate, comprehensive and up-to-date. Manage an organization-wide calendar of key deadlines and events.
- Coordinate the day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, and related activities.

**Desired Skills:**

- This is the front-facing position requiring interaction with numerous outside stakeholders as well as an internal coordinator position and thus requires excellent interpersonal skills.
- Proficiency in Quickbooks and ability to handle bookkeeping functions and details independently.
- Strong competency in communication, attention to detail, dependability, and willingness to be flexible and work collaboratively as part of a team.
- Excellent verbal and written communication skills.
- Superior organization skills and the ability to work independently on projects such as conference planning.
- Preferred knowledge and experience working in health and human services and/or in public or behavioral health fields.
- Strong commitment to social justice and, in particular, the health and wellness of people with mental health conditions and their families a plus.

**Minimum Qualifications:**

Knowledge and experience with Quickbooks, event planning, and general administrative coordination activities, preferably in a client service oriented and/or public policy focused organization.

**Minimum Qualifications (Education and Experience Requirements)**

- Bachelor's degree and 2-3 years of office administrative support experience.
- Knowledge of Quickbooks, general accounting and budgeting,
- Knowledge and experience in event/meeting scheduling, planning and organizing
- Proficient at Microsoft Office applications including Word, Excel, PowerPoint, and Outlook. Microsoft Publisher and Project proficiency a plus.

**Preferred Qualifications**

Previous experience in administrative support/management, executive coordination, bookkeeping/Quickbooks, project management, external communications, event planning and coordination. Interest in and commitment to social justice and healthcare issues.

**Compensation:** Salary commensurate with experience and benefits include professional development, health insurance and standard leave provisions.

**Applications:** Applicants are encouraged to submit resumes as soon as possible and no later than May 31, 2019.