

MHAOC Administrative Assistant

Title: Administrative Assistant for MHAOC
Reports to: Assistant Director & County Director

Job Type: Full-time (35hrs)
Pay Rate: \$18-\$20

The Administrative Assistant plays a key role in ensuring the efficient and effective daily operations of MHAOC. This position provides administrative support across programs, including scheduling, data entry, filing, phone reception, and coordination of agency communications and meetings. In addition, the Administrative Assistant helps maintain organizational systems, supports staff with office needs, and ensures smooth front-office operations. This role is designated as a peer position, meaning the successful candidate will bring their lived experience with mental health and/or substance use challenges and recovery to the workplace. Peerness is not only welcomed but considered essential to the culture of MHAOC, as it fosters authenticity, empathy, and a recovery-oriented perspective in all aspects of agency operations.

Responsibilities Include:

- » Provide general administrative support, including answering phones, greeting visitors, managing correspondence, scheduling, and maintaining files.
- » Assist with preparation of reports, forms, and other agency documents.
- » Maintain and update agency databases, spreadsheets, and contact lists.
- » Support coordination of meetings, trainings, and events, including room scheduling, materials preparation, and follow-up.
- » Manage office supply inventory and assist with purchasing processes as needed.
- » Provide logistical support to program staff, including vehicle reservations, Outlook calendar coordination, and internal communication.
- » Uphold confidentiality and adhere to all MHAOC policies and procedures.
- » Serve as a role model of recovery and resilience, incorporating peer values such as mutual respect, empowerment, and hope into daily work.
- » Assist with general office housekeeping to ensure a clean, organized, and welcoming environment for staff, participants, and visitors.
- » Other duties as assigned by supervisor.

Qualifications:

- » Valid driver's license with a clean driving record.
- » Must identify as a peer: an individual with lived experience of mental health and/or substance use challenges and recovery.
- » High school diploma or equivalent required
- » Previous administrative or clerical experience strongly preferred.
- » Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and comfort learning new technology tools.
- » Strong organizational, communication, and multitasking skills.
- » Ability to work collaboratively as part of a team and independently with minimal supervision.
- » Commitment to recovery-oriented principles, including respect, inclusion, and self-determination.
- » Ability to stand, walk, bend, and lift objects as required.
- » Bilingual or multilingual skills are preferred.

Full-Time Position Available. \$18-\$20 per hour based on experience / Plus, Full Benefits & PTO.

As an EOE employer, Mental Health Association in New Jersey is committed to providing all applicants and employees with equal access to employment opportunities, regardless of sex, race, age, color, national origin, disability, religion, marital status, veteran status, or any other characteristic protected by federal, state, or local law.

MHANJ-Ocean County (MHAOC)