

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Project Manager, Paso del Norte Center at the Meadows Mental Health Policy Institute

Reports To: Executive Director, Paso del Norte Center

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a Project Manager to support the work of the Paso del Norte Center. Created in 2021, the Paso del Norte Center for Mental Health is an operating program of the Meadows Mental Health Policy Institute and is the Meadows Institute's second regional center in the state of Texas. The Project Manager will be responsible for the direction, coordination, implementation, and completion of projects, while remaining aligned with the vision, mission, and strategy of the organization. The work location is in El Paso, Texas. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Manage and coordinate policy, consultation, technical assistance, and assessment projects conducted by the Paso del Norte Center for Mental Health by preparing work plans, coordinating activities of project teams, and assisting the designated project leads with project management activities.
- Provide support for projects by coordinating and facilitating meetings (including the ability to take detailed notes that include follow-up responsibilities), tracking project deliverables, and contributing to relevant work content, which may include conducting research and drafting reports, project updates, and content for presentations.
- Ensure that projects run smoothly and that deliverables are of the highest quality and are provided in a timely manner.
- Provide input to the project team that will help ensure programs are carefully designed to deliver meaningful, quantifiable impact in accordance with the Paso del Norte Center for Mental Health and Meadows Institute's goals.
- Provide verbal and written project updates to the Paso del Norte Center for Mental Health leadership and key stakeholders.
- Conduct literature reviews, focus groups, and key informant interviews for projects.
- Gather and synthesize information from diverse sources.
- Draft project reports in collaboration with other project team members.
- Assist with grant proposals, including completing proposal applications, conducting relevant research, compiling reviewer recommendations, and tracking submissions.
- Coordinate and support the Paso del Norte Center's integration into relevant Meadows Institute projects, including acting as a liaison with other Project Managers and staff.
- Coordinate efforts within the team and external groups, including the Paso del Norte Foundation's Communications and Fund Development.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in public policy, psychology, sociology, government, or other related field.
- A minimum of three years of relevant experience.

- Experience with research, evaluation, or policy work.
- Experience and skills in project management, including developing work plans, timelines, tracking deliverables, and coordinating multiple stakeholders.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively with colleagues. This includes communicating effectively with team members in various geographic regions and making contributions to the team's work.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously and meet deadlines.
- Capacity to think strategically, critically, and develop proactive solutions to challenges.
- Flexibility in working with new issues, topics, and approaches.
- Strong familiarity with Microsoft Word, Outlook, and Excel.

Preferred Qualifications:

- Master's degree in public policy, psychology, sociology, government, or other related field.
- Experience gathering and synthesizing diverse information about mental health issues from various sources into succinct documents such as evaluation reports and policy briefs.
- Ability to read, speak, and write in Spanish.
- Familiarity with mental health services and/or policy issues in the Paso del Norte region and in Texas.
- Knowledge or content expertise in one or more of the following areas: children's mental health, adult mental health, the intersection of criminal justice and mental health, or program evaluation.

To Apply:

Qualified applicants are encouraged to submit their resume and cover letter to careers@mmhpi.org

About The Paso del Norte Center for Mental Health

Created in 2021, the Paso del Norte Center for Mental Health is an operating program of the Meadows Mental Health Policy Institute and the Institute's second regional center in the state of Texas.

About Meadows Mental Health Policy Institute

The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Meadows Institute's vision is for Texas to be the national leader in treating people with mental health needs. For more information about the Meadows Institute, please visit: www.mmhpi.org.

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.