

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Project Coordinator for Child and Family Policy

Reports To: Vice President for Child and Family Policy

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Project Coordinator for Child and Family Policy (Project Coordinator). This position is ideal for someone considering a career in health care systems and policy or in the non-profit sector. The Project Coordinator will support the work of the Child and Family Policy team. The Project Coordinator will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders to track key deliverables and support the ongoing success of active projects. This entry-level position is an excellent way to gain familiarity with many topics pertaining to mental health, including school mental health, integrated care, health equity, and health systems.

The required work location for this position is in the state of Texas. Statewide travel (up to 10%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Contribute to various aspects of project lifecycles, in coordination with fellow team members. Related tasks may include assisting with grant proposals, developing key deliverables, conducting relevant research, and preparing reports and presentations.
- Work collaboratively with project management team members to track and meet project deliverables and follow timelines, utilizing databases, spreadsheets, and other tools.
- Assist members of the team and project partners with scheduling and preparing for meetings, taking detailed notes, and assisting with follow-up activities.
- Coordinate efforts within the team and with external groups, building and maintaining stakeholder relationships by attending and participating in project team meetings and providing timely and ongoing communication.
- Provide verbal and written project updates to Meadows Institute leadership and key stakeholders.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in public policy, psychology, sociology, social work, government, or other related field.

- One to two years relevant project assistant work experience.
- Self-starter who can take general direction and produce specific results.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team's work.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Ability to communicate and convey information effectively in writing and verbally.
- Capacity to think strategically, critically, and develop proactive solutions to project challenges.
- Flexibility in working with new issues, topics, and approaches.
- Ability to utilize software to improve work products.

Preferred Qualifications:

- Master's degree in public policy, psychology, sociology, social work, government, or other related field preferred.

Eligibility Requirements:

Required work location for this position is in Texas. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

To Apply:

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

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 Institute's vision is for Texas to be the national leader in treating all 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.