**Job Title:** Project Manager for Policy Implementation

**Reports To:** Vice President, Health System Integration

**Position Summary:** The Meadows Mental Health Policy Institute (Meadows Institute) seeks a Project Manager to support the work of the Policy Implementation team, particularly in the areas of health system reform pilots, integrating behavioral health into primary healthcare settings. The Project Manager will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders. The Project Manager will be responsible for the direction, coordination, implementation, and completion of projects while remaining aligned with the mission and strategy of the organization. Required work location for this position is in Texas. When health risks are diminished, statewide travel (up to 20%) may be required. Some duties may require access to reliable transportation.

**Responsibilities:**
- Contribute to various aspects of project lifecycles, in coordination with Policy Implementation team members. Related tasks may include assisting with grant proposals, developing key deliverables, and preparing presentations.
- Work collaboratively with Policy Implementation team members to track and meet project deliverables and follow timelines, utilizing databases, spreadsheets, and other tools.
- 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.
- 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 on-going communication.
- Provide verbal and written project updates to Meadows Institute leadership and key stakeholders.
- Liaise with other Project Managers and staff on project efforts that span the Meadows Institute.
- Other duties as assigned.

**Required Qualifications:**
- Bachelor's degree in public policy, psychology, social work, sociology, government, or other related field. Master's degree preferred.
- A minimum of two years relevant 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.
- 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.

**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.*