Job Title: Project Coordinator, Policy Implementation Team

Reports To: Senior Vice President of Health Systems Integration

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Project Coordinator for the Health Systems Integration Division of the Policy Implementation Team (Project Coordinator). The Project Coordinator will support the Policy Implementation Team's work including, for example, efforts related to achieving the goals of the Texas Child Mental Health Care Consortium, Collaborative Care-related initiatives, and other assigned tasks related to novel. Additionally, the Project Coordinator will support the team's work related to behavioral health crisis system redesign through convening stakeholders or supporting interviews with key decision makers. The Project Coordinator will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders. The preferred work location for this full-time, remote position is in Austin, TX, but other Texas locations will be considered. Statewide travel (up to 5%) may be required. Some duties may require access to reliable transportation. **Expected start date for this position is no sooner than July 1, 2022.**

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 the Senior Vice President of Health Systems Integration, the Chief of Staff, and other Policy Implementation team members to track and meet project deliverables and follow timelines, utilizing databases, spreadsheets, and other tools.
- Assist members of the Policy Implementation team and project partners with meeting scheduling, preparation, and 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 on-going 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, government, or another related field. Master's degree preferred.
- One to two years of 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 collective work.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to think strategically and critically, as well as develop proactive solutions to project challenges as required.
- Flexibility in working with new issues, topics, and approaches.
- Ability to utilize software to improve work products.

Eligibility Requirements:
Required work location for this full-time, remote position is in Texas with a preference for Austin, TX. 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.