MEADOWS MENTAL HEALTH POLICY INSTITUTE

Job Title: Executive Administrative Associate

Reports To: Executive Chief of Staff

Position Summary: The Meadows Mental Health Policy Institute ("Meadows Institute") seeks a collaborative and strategic professional to serve as Executive Administrative Associate (Associate). The Associate will support the work of the Executive Office, including the President and Chief Executive Officer, and Executive Chief of Staff. The Associate will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders to provide administrative support. This is a remote, full-time position, and the preferred work location is in Dallas, TX or Austin, TX. This position may not be filled or performed in Colorado at this time. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Work closely and take direction from the Executive Chief of Staff (ECOS).
- Maintain President and Chief Executive Officer's (CEO) complex calendar and schedule with precise attention to detail and a high degree of discretion, including:
 - Exercising sound judgment when scheduling appointments based on travel needs, location, and timing of meetings;
 - Corresponding professionally and efficiently with external parties on behalf of the CEO;
 - Planning, coordinating, and ensuring the CEO's schedule is followed and respected with regards to responding to new scheduling requests from internal and external parties; and
 - Prioritizing conflicting needs, appointments, and scheduling requests, handling these matters expeditiously and proactively while consulting with the ECOS and CEO as needed to determine solutions.
- Alongside the ECOS, work closely with the CEO to keep him well informed of upcoming commitments, meetings, speaking engagements, and other responsibilities.
- Complete monthly expense reports for the CEO, including reconciling purchases with associated receipts by a designated deadline.
- Coordinate office meetings on behalf of the CEO, including coordination related to identifying and securing a meeting location, ordering and organizing refreshments, etc.
- Arrange production of materials and supplies for projects and meetings, as requested by the ECOS and/or CEO.

- Update and maintain administrative spreadsheets and files, which may contain sensitive or confidential information with a high degree of discretion.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree and at least five years of experience with executive c-suite support or equivalent role (e.g., senior staffer to governmental leader).
- Excellent written and verbal communication skills.
- Extremely detail oriented, with strong organizational skills that reflect an ability to perform and prioritize multiple tasks.
- 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.
- Very strong interpersonal skills with the ability to build relationships with stakeholders and staff.
- Capacity to think strategically, critically, and respond analytically.
- Demonstrates proactive approaches to problem-solving with strong decision-making capabilities and a high level of resourcefulness.
- Flexibility in working with new issues, topics, and approaches.

Eligibility Requirements:

- This is a remote, full-time position, and the preferred work location for this position is in Dallas, TX or Austin, TX. This position may not be filled or performed in Colorado at this time. Candidates located outside of Texas must be willing to travel frequently to Texas.
- Relocation assistance is 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: <u>careers@mmhpi.org</u>

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 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.