

Job Title: Research Assistant

Reports To: Chief of Staff, The Hackett Center for Mental Health

Position Summary: The Hackett Center for Mental Health, a regional center of Meadows Mental Health Policy Institute (Meadows Institute) seeks a recent graduate to serve as a Research Assistant to support The Hackett Center's policy work and communications and engagement strategies and activities. Working collaboratively with staff, this position will research topics relevant to mental health programs and policies; identify and implement tactics to build The Hackett Center's brand; and promote the Center's mission and priority messages to diverse audiences in Greater Houston, across Texas, and throughout the country.

The Research Assistant will support The Hackett Center's work in an inclusive, team-oriented environment by contributing to the creation, support, and maintenance of content used across various communications channels.

The location for this position is preferably Houston, although other Texas locations will be considered, as the position is majority remote. This position may not be filled or performed in Colorado at this time. Statewide travel (up to 10%-15%) may be required. Travel to Houston for staff meetings, or other locations for All Staff Meetings may be expected. This is a fulltime position for 40 hours a week.

Responsibilities:

- Conduct research on topics relevant to mental health programs and policies;
- Develop, distribute, and maintain content for social media and marketing, working closely with The Hackett Center Communications contact;
- Analyze social media metrics and communicate findings and impact;
- Maintain information consistency and quality across communication platforms;
- Other duties as assigned.

Required Qualifications:

- Graduate, or graduate student working towards a degree in Mental Health, Social Work, public policy, evaluation, or related field;

- Experience with research, evaluation, or policy work.
- Excellent written and verbal communication skills;
- Proficiency with Microsoft Office: Word, Excel, PowerPoint, and Google Suite;
- Fluency in social media platforms, including Facebook, Twitter, and LinkedIn;
- Excellent time management and organizational skills, strong ability to prioritize tasks while working under tight deadlines;
- Ability to work independently and collaboratively. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team's work;
- Capacity to think strategically, critically, and creatively;
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:

- Interest in mental health or public policy;
- familiarity with scientific journals, conducting literature searches, writing literature reviews;
- Experience in social media management or relevant internship experience;
- Familiarity with Canva and/or Adobe Creative Suite (InDesign, Illustrator, Photoshop); and
- Familiarity with Sprout Social and other social media support platforms.

Eligibility Requirements:

The preferred work location for this position is in Houston, Texas. This position may not be filled or performed in Colorado at this time. 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.

Please include a writing sample that demonstrates your research analysis skills. In lieu of published or professional work, work from a class or portfolio will suffice.

About The Hackett Center for Mental Health:

The Hackett Center for Mental Health was established in 2018 and is the first regional center of the Meadows Mental Health Policy Institute.

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.