

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Research Assistant for the Center for Child and Family Wellness

Reports To: Senior Project Manager for the Center for Child and Family Wellness

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a Research Assistant to support the Center for Child and Family Wellness in Fall 2022. The Research Assistant will work on developing engagement strategies and communications for a project focused on supporting the mental health of young people with experience in foster care. Job responsibilities for this position may include planning and participating in qualitative research, including interviews and focus groups with young people with experience in foster care. The preferred work location for this position is in Dallas, Texas, although the majority of job responsibilities will be performed remotely. Some duties may require access to reliable personal transportation. **This is a paid part-time position around 15-20 hours per week for 12-14 weeks.**

Responsibilities:

- Schedule and participate in meetings.
- Edit project documents and materials.
- Support in gathering and synthesizing qualitative research, including scheduling interviews and participating and taking notes in interviews.
- Identify relevant quantitative data points.
- Support project youth engagement strategy and overall strategy.
- Organize project documentation.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in social work, political science, sociology, anthropology, psychology, public health, or related field.
- Recent graduate or graduate student enrolled in a master's or doctoral program.
- Excellent written and verbal communication skills.
- 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 respond analytically.

- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:

- Interest in mental health, child welfare, and/or public policy.
- Experience with the child welfare system (this could be through personal experience or other experiences supporting the success of young people with foster care histories).

Eligibility Requirements:

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

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.