

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Project Manager, Center for Child and Family Wellness

Reports To: Director of Strategic Initiatives

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Project Manager to support the work of the Center for Child and Family Wellness team. 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. The preferred work location for this position is in Texas. This position may not be filled or performed in Colorado, Rhode Island, or Washington at this time. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Work collaboratively with the Meadows Institute Center for Child and Family Wellness team to track and meet project timelines and deliverables;
- Provide support for projects by coordinating and facilitating meetings (including the ability to take detailed notes that include follow-up responsibilities), track project deliverables, and contribute to relevant work content which may include conducting research and drafting reports, project updates, and content for presentations;
- Assist with grant proposals, including completing proposal applications, conducting relevant research, and tracking submissions;
- Coordinate efforts within the team to ensure coordination across projects;
- Liaise with other Project Managers and staff on project efforts that span the Meadows Institute;
- Provide verbal and written project updates to the Center for Child and Family Wellness leadership team; and
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Public Policy, Psychology, Sociology, Anthropology, Government, or other related field;
- A minimum of two years of relevant experience;
- Excellent written and verbal communication skills;
- Passion for improving the mental health of children, youth, and families;

- Ability to work independently as well as collaboratively with colleagues in a remote work setting. This includes communicating effectively with team members in various geographic regions and making contributions to the Team's work, as well as showing personal initiative to ensure the best work products possible;
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously and meet deadlines;
- Capacity to think strategically, critically, and develop proactive solutions to challenges;
- Proactive work style with an interest and ability to innovate new ways to strengthen project processes and outcomes;
- Flexibility in working with varied issues, topics, approaches, and project leadership styles;
- Ability to utilize software to improve work products.

Preferred Qualifications:

- Policy, programmatic, or project management experience in the fields of education (K-12 and/or postsecondary), health systems, or health and human services. An ideal candidate would have across-cutting experience across these sectors.

Eligibility Requirements:

- The preferred work location for this position is in Texas. This position may not be filled or performed in Colorado, Rhode Island, or Washington 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

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.