Job Title: Project Coordinator, The Hackett Center for Mental Health

Reports To: Deputy Director, The Hackett Center for Mental Health

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a recent graduate or early-career professional to serve as Project Coordinator for The Hackett Center for Mental Health. The Project Coordinator will support the day-to-day operations of an early childhood development intervention by supporting the coordination of parenting classes in both English and Spanish, assisting with the training of other professionals to teach the classes utilizing the train-the-trainer model, and assisting with outreach, recruitment, and community partner relationships. Additional responsibilities include supporting other projects and research of the Hackett Center. This position is ideal for those interested in early childhood education, community health, health equity, and health policy.

The required work location for this position is in Houston, TX. This is a full-time position. While primarily a remote position, statewide travel (up to 10%) may be required. Some duties may require access to reliable personal transportation. Flexibility to attend trainings and classes on occasional Saturdays and evenings may be required.

Responsibilities:

- Assist with the day-to-day operations of an early childhood development intervention, including attending Brain Builders classes to assist the class facilitator with class moderation, attendance and registration tracking, tech support, participant communication, and other needs.
- Provide support to Hackett Center team members, including scheduling, preparing for meetings, taking detailed notes, and assisting with follow up activities.
- Work collaboratively with team members on grant proposals, developing and tracking key deliverables, and preparing reports and presentations utilizing databases, spreadsheets, and other tools.
- Assist with marketing for Brain Builders, including Brain Builders social media, outreach events, and contacts tracking.
- Conducting literature reviews on topics relevant to mental health programs and policies.
- 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 ongoing communication.
- Provide verbal and written project updates to Hackett Center staff.
- Other duties as assigned.

Required Qualifications:
- Bachelor's degree in public health, social work, education, psychology, sociology, or a related field.
- Bilingual in Spanish and English.
- One to two years of experience in related role.
- Excellent written and verbal communication skills.
- Experience with or interest in client-facing work in group settings.
- Familiarity with MailChimp, Calendly, Microsoft Office (Word, Excel, PowerPoint), Google Suite, and Canva, or other similar platforms.
- General tech literacy and willingness to learn new systems and technologies.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to the team's work.
- Self-starter who can take general direction and produce specific results.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to think strategically and critically and respond analytically.
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:
- Master's degree in public health, social work, or other related field preferred.
- Interest in early childhood education, community health, health equity, and health policy.
- Interest in marketing and social media strategy for nonprofits or parenting classes.

Eligibility Requirements:
- The required work location for this position is in Houston, Texas. 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.