**Job Title:** Assistant Director of Population Health Analytics

**Reports To:** Senior Vice President of Population Health

**Position Summary:** The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Assistant Director of Population Health Analytics (Assistant Director). The Assistant Director will support the Institute’s Research, Data, & Analytics team by working collaboratively with Institute staff, contractors, partner agencies, and stakeholders to advance and expand the Institute’s research portfolio. Specifically, the Assistant Director will support (and eventually lead) research/data analytics work projects, ensure that all the Institute’s activities, policies, and recommendations are firmly rooted in rigorous scientific research, translate data into meaningful narrative stories to share with stakeholders and policy audiences and maintain the Institute’s portfolio of data sources and proprietary estimates.

The preferred work location for this position is in Texas, although most work will be done remotely. This position may not be filled or performed in California, Colorado, Hawaii, Montana, Rhode Island, and Washington at this time. Limited travel (<10%) is required.

**Responsibilities:**

- Co-lead and support (and eventually lead) research and evaluation projects, system assessments, methodology development, and policy briefings as part of the Institute’s work in Texas and nationally.
- Analyze and visualize data using appropriate statistical techniques and graphics.
- Maintain and update the Meadows Institute’s data sources and proprietary estimates portfolio.
- Prepare high-quality deliverables that are consumable for a general audience, including presentations, dashboards, white papers, grant applications and reports.
- Liaise with staff members Institute-wide to fulfill the data, research and evaluation needs for cross-Institute collaborative projects.
- Understand and draw inferences from statistical output.
- Develop a talent pipeline by mentoring junior members of the Research, Data, & Analytics Team and assist in recruiting talented interns/research assistants.
- Other duties as assigned.
Required Qualifications:
- Possess a bachelor’s degree in a quantitative discipline (e.g., quantitative psychology, epidemiology, data science, etc.).
- At least five years of directly related professional experience in translational research, policy / applied research, evaluation, project management and/or data analytics.
- Excellent written and verbal communication skills.
- Strong familiarity with the Microsoft Office suite.
- Ability to work independently and collaboratively with diverse colleagues with divergent backgrounds and skill sets.
- Exceptional time management and communication skills to enable a high degree of productivity in a fast-paced remote setting.
- Excellent organizational skills, including managing multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to think strategically, critically, and creatively to solve problems.
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:
- Master’s degree in a heavily quantitative discipline or advanced statistical training.
- Proficiency in data visualization allows complex data and research to be turned into meaningful narratives that influence policy and practice.
- Experience leading/managing multiple complex data-based projects remotely.
- Experience drafting reports and delivering presentations summarizing statistical information in a digestible form.
- Familiarity with protected health information and HIPAA/HITECH rules/regulations.
- Comfort using R or experience with a similar analytic software (pandas in Python, SAS, Stata, etc.) and a desire to learn R.

Eligibility Requirements:
- This is a remote, full-time position, and the preferred work location for this position is in Texas. This position may not be filled or performed in California, Colorado, Hawaii, Montana, Rhode Island, and Washington at this time.
- Relocation assistance is not available.
- Successful candidates must show proof of eligibility to work in the United States.

To Apply:
https://recruiting.paylocity.com/recruiting/jobs/All/965ef422-eb7d-4193-831c-eb795c67a5b5/The-Meadows-Mental-Health-Policy-Institute-for-Tex

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 all with mental health needs. For more information about the Meadows Institute, please visit: http://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.