

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Administrative Coordinator

Reports To: Senior Vice President of Operations

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Administrative Coordinator. The Administrative Coordinator will support the work of the Chief Financial and Administrative Officer (CFAO), the Senior Vice President of Operations (SVP of Operations), the Human Resources team, and general operating needs for the Meadows Institute. The Administrative Coordinator will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders. Preferred work location for this position is in Austin, TX or Dallas, TX. This position may not be filled or performed in California, Colorado, Hawaii, Montana, Rhode Island, or Washington at this time. Statewide travel (up to 10%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

Support to the Chief Financial and Administrative Officer

- Maintain CFAO's calendar and schedule with precise attention to detail, including coordination of availability for internal and external meetings.
- Complete occasional expense reports for the CFAO, including reconciling purchases with associated receipts by a designated deadline.
- Additional administrative tasks involving the CFAO, such as managing the scheduling and agenda development of team meetings.

Operations and General Administration

- Assist SVP of Operations with Institute-wide administrative tasks and initiatives, such as coordination of monthly virtual staff meetings, tracking staff completion of required annual trainings, support of annual state/national registration renewals, maintain database of organization subscriptions and services, and other duties as assigned.
- Management of the Institute's regional office, including regular communication with building management and staff regarding ongoing needs and maintenance work orders, maintaining inventory of refreshments in shared kitchen area, and collecting mail to scan/distribute virtually to respective staff.
- Assist across teams with shipping and receiving needs, such as preparing and printing labels and coordinating shipping services via FedEx, UPS, and USPS.
- Assist across teams with general purchasing needs (e.g., supplies for events).
- Manage the Institute's virtual phone service system and relay voicemail messages to staff as needed.

Human Resources

- Perform customer service functions by answering human resource-related employee requests and questions.
- Oversee the careers@mmhpi.org and HR@mmhpi.org inboxes.
- Work closely with Human Resources (HR) on coordinating new hire needs (e.g., ordering home office equipment and supplies, obtaining new employee logins for necessary programs) and staff separation needs (e.g., facilitating equipment return and employee records updates).
- Work closely with HR on benefits administration, including assistance with annual enrollment process and assisting staff with benefits questions.
- Update and maintain Monday.com database for equipment purchases, replacement equipment, and returned equipment.
- Update and maintain employee resource documentation, such as the Employee Handbook, Employee Resource Guide, Institute organizational chart, and policy changes.
- Assist with updating state tax accounts (e.g., usernames and passwords) through state tax websites.
- Maintain HR files and documents.

Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Business, Communication Studies, or related field.
- At least two years of directly related experience.
- 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.
- Relevant education and experience may be substituted as appropriate.

Eligibility Requirements:

- This position may not be filled or performed in California, Colorado, Hawaii, Montana, 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:

<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 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.