

MEADOWS  
MENTAL HEALTH  
POLICY INSTITUTE

**Job Title:** Assistant Director of Health and Public Safety Initiatives

**Reports To:** Senior Vice President of Public Safety Innovation and Research

**Position Summary:** The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as an Assistant Director of Health and Public Safety Initiatives (Assistant Director) for a new initiative focused on improving emergency responses to behavioral health needs. The Assistant Director will support the work of the Senior Vice President of Public Safety Innovation and Research and the Health and Public Safety Team. The Assistant Director will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders while remaining aligned with the mission and strategy of the organization. The preferred work location for this position is in Texas, but it is flexible. This position may not be filled or performed in California, Colorado, Hawaii, Rhode Island, Vermont, Montana, or Washington at this time. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

**Responsibilities:**

- Manage projects to ensure deliverables are of the highest quality and provided in a timely manner.
- Lead the drafting of project reports in collaboration with the team.
- Bring content expertise to Health and Public Safety Team projects to ensure that all projects reflect best practices.
- Assist with additional activities to further the Meadows Institute's policy activities.
- Provide input into the Meadows Institute's policy findings concerning health-forward responses to calls to 911 involving a behavioral health need or emergency.
- Ensure that all project activities consider the diverse needs of Texas communities, mental health consumers, and public safety stakeholders.
- Assist with grant proposals, including completing proposal applications, conducting relevant research, and tracking submissions.
- Liaise with other staff on project efforts across the Meadows Institute.
- Provide verbal and written project updates to the Health and Public Safety leadership team.
- Stay current on public safety trends, legislation, and best practices to inform project work.
- Other duties as assigned.

**Required Qualifications:**

- Minimum 5 years of experience in project management or subject matter leadership in law enforcement, fire/EMS, emergency communications, behavioral health, or human services.
- Bachelor's degree in criminal justice, public policy, public health, emergency management, social work, or a related field.
- 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:**

- Project Management Professional (PMP) Certification.
- 5–10 years of professional-level experience in public safety, criminal justice reform, or systems change.
- Ability to produce visual aids and graphical representations of technical concepts.

**Eligibility Requirements:**

The preferred work location for this position is in Texas. This position may not be filled or performed in California, Colorado, Hawaii, Rhode Island, Montana, Vermont, 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](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.*