Job Title: Project Assistant

The Meadows Mental Health Policy Institute seeks a Project Assistant to support the work of the Child, Youth, and Family Team. The Project Assistant will be expected to work collaboratively to assist with multiple projects, including providing support on a multi-agency effort to connect schools affected by Hurricane Harvey with mental health resources, and with local demonstration projects to expand mental health care capacity for children and youth. The work location for this position is in Austin, Texas. Statewide travel (up to 15%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:
- Support the Vice President for Child and Family Policy with scheduling and arranging meetings, travel planning, and other duties as assigned.
- Work collaboratively with the Project Manager and team to track and meet project deliverables and follow timelines.
- Contribute to various aspects of project lifecycles, in coordination with team members. Related tasks may include assisting with grant proposals, preparing presentations, monitoring key deliverables, and managing the development and completion of reports.
- Coordinate efforts within the team and with external groups.
- Provide verbal and written project updates to Institute leadership and key stakeholders.
- Assist members of the Child, Youth, and Family Team, and project partners with meeting scheduling, preparation, and follow up activities.

Required Qualifications:
- Bachelor's degree in Public Policy, Psychology, Sociology, Government, or other related field.
- One to two years relevant project assistant work experience.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively with colleagues. This includes communicating effectively with team members in various geographic regions and making contributions to the team's work.
- 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 project challenges.
- Flexibility in working with new issues, topics, and approaches.
- Ability to utilize software to improve work products.

Preferred Qualifications:
Master's degree in Public Policy, Psychology, Sociology, Government, or other related field.

To Apply:
Qualified applicants are encouraged to submit their resume and cover letter to
careers@texasstateofmind.org

About Meadows Mental Health Policy Institute
The Meadows Mental Health Policy Institute is a 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 with mental health needs. For more information about the Meadows Institute, please visit: www.texasstateofmind.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.