

Job Title	Hackett Center Project Manager
Employer/ Agency	<p>About The Hackett Center for Mental Health The Hackett Center is a permanent operating program of the Meadows Mental Health Policy Institute and the first regional center in the state of Texas.</p>
Job Description	<p>The Meadows Mental Health Policy Institute (MMHPI) seeks a Project Manager to support the work of The Hackett Center for Mental Health. The Project Manager will be responsible for the direction, coordination, implementation, and completion of projects while remaining aligned with the mission and strategy of the organization. The work location is in Houston, Texas. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Work collaboratively with the Vice President Gulf Coast Region/Executive Director and Team to track and meet project timelines and deliverables; • Coordinate efforts within the Team and with external groups; • Liaise with MMHPI Project Managers and the Design Work Group; • Provide verbal and written project updates to The Hackett Center leadership and key stakeholders; • Assist members of The Hackett Center Team and collaborative partners with meeting scheduling, preparation, and follow up activities; <ul style="list-style-type: none"> o Related tasks may include assisting with preparing presentations, monitoring key deliverables, and managing the development and completion of reports; • Support The Hackett Center Executive Council; <ul style="list-style-type: none"> o Related tasks may include meeting and event planning; • Support the external relations functions of Communications and Fund development; <ul style="list-style-type: none"> o Related functions may include assisting with content for a variety of documents, including grant proposals and reports, prospect management and research; • Support the Vice President Gulf Coast Region/Executive Director with scheduling and arranging meetings, travel planning, and other responsibilities; • Other duties as assigned.
Qualifications	<p>Required Qualifications: Bachelor's degree in Public Policy, Psychology, Sociology,</p>

	<p>Government, or other related field; A minimum of three years of relevant 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 challenges; Flexibility in working with new issues, topics, and approaches; Ability to utilize software to improve work products.</p> <p>Preferred Qualifications: Master's degree in Public Policy, Psychology, Sociology, Government, or other related field.</p>
Salary/Hours	
Employer/Agency	<p>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</p> <p><i>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.</i></p>
Address	
City, State, Zip	Houston, TX
Contact Person	Careers
Contact Title	



Telephone Number	
Fax Number	
Email Address	careers@texasstateofmind.org
Application Method	Qualified applicants are encouraged to submit their resume and cover letter to careers@texasstateofmind.org
Opening Date	

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