

<b>Job Title</b>	Project Manager
<b>Employer/ Agency</b>	The Hackett Center for Mental Health
<b>Job Description</b>	<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><b>Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Work collaboratively with the Vice President Gulf Coast Region/Executive Director and Team to track and meet project timelines and deliverables;</li><li>• Coordinate efforts within the Team and with external groups;</li><li>• Liaise with MMHPI Project Managers and the Design Work Group;</li><li>• Provide verbal and written project updates to The Hackett Center leadership and key stakeholders;</li><li>• Assist members of The Hackett Center Team and collaborative partners with meeting scheduling, preparation, and follow up activities;</li><li>• Related tasks may include assisting with preparing presentations, monitoring key deliverables, and managing the development and completion of reports;</li><li>• Support The Hackett Center Executive Council;</li><li>• Related tasks may include meeting and event planning;</li><li>• Support the external relations functions of Communications and Fund development;</li><li>• Related functions may include assisting with content for a variety of documents, including grant proposals and reports, prospect management and research.</li></ul>

<b>Qualifications</b>	<p><b>Required Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in Public Policy, Psychology, Sociology, Government, or other related field;</li> <li>• A minimum of three years of relevant experience;</li> <li>• Excellent written and verbal communication skills;</li> <li>• 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;</li> <li>• Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously and meet deadlines;</li> <li>• Capacity to think strategically, critically, and develop proactive solutions to challenges;</li> <li>• Flexibility in working with new issues, topics, and approaches;</li> <li>• Ability to utilize software to improve work products.</li> </ul> <p><b>Preferred Qualifications:</b> Master's degree in Public Policy, Psychology, Sociology, Government, or other related field.</p>
<b>Salary/Hours</b>	Full Time DOE
<b>Employer/Agency</b>	Meadows Mental Health Policy Institute
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Kimberly Zabaneh
<b>Contact Title</b>	Assistant Director of Administration
<b>Telephone Number</b>	512-644-8025
<b>Email Address</b>	<a href="mailto:kzabaneh@texasstateofmind.org">kzabaneh@texasstateofmind.org</a>
<b>Application Method</b>	Qualified applicants are encouraged to submit their resume and cover letter to <a href="mailto:careers@texasstateofmind.org">careers@texasstateofmind.org</a>
<b>Opening Date</b>	Immediately

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