

Job Title	Policy Project Assistant
Employer/ Agency	The Network of Behavioral Health Providers (NBHP)
Job Description	<p>The Policy Project Assistant will provide administrative support to the Harris County Pathways Community HUB Director and the Program and Policy Coordinator to enhance NBHP’s participation in the 88th Legislative session meetings and to support and organize community based education forums in Harris County. The Policy Project Assistant will have the opportunity to engage in a range of policy issues and work within a highly collaborative agency, participate in advocacy coalitions and workgroups, coordinate visits with legislators, meet with local and state-level officials, and collaborate with policy partner organizations on common legislative priorities. This is a time limited, grant funded, contract position (up to 15 hours/week), working flexible hours Monday through Friday, some evenings and weekends. The position is not eligible for benefits.</p> <p>Duties Include:</p> <ul style="list-style-type: none"> • Provide administrative support • Help prepare for events, meetings, and travel • Schedule internal and external meetings • Copy edit, proofread, and submit all final letters, public comments, and other communications • Plan and coordinate policy - related events such as focus groups and community forums • Other administrative support as needed • Support/arrange for staff and member testimony via webinar or in person meetings <p>Contribute outreach communications and storytelling events</p>
Qualifications	<p>Current Master-level student or recently graduated from a Master-leveled program and has demonstrated interest in public policy, legislative work, i.e advocacy and Texas government. The ideal candidate will be comfortable working alongside community leaders and agency partners in supporting efforts to advance Medicaid Expansion efforts in Texas and has the following attributes:</p> <ul style="list-style-type: none"> • Excellent writing, copy editing, and proofreading skills • Excellent communication and follow-up skills • Highly organized with strong attention to detail • Ability to work independently • Ability to travel, including over-night • Proficient in Microsoft Office programs • Valid driver’s license
Salary/Hours	Stipend of \$1,000 per month.
Email Address	ls Shields@nbhp.org
Application Method	Email current resume, cover letter outlining experience as it relates to this position, and no less than 3 professional references
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.