

**Contractor Role:** Clinical Editor

**Contractor Position Summary:** The Meadows Mental Health Policy Institute (MMHPI) seeks a contractor to serve as Clinical Editor, responsible for quality control of Institute documents. The Clinical Editor will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders. Primarily, the Clinical Editor will work remotely. Some duties may require access to reliable personal transportation. The contractor is expected to work up to twenty (20) hours per week.

**Job Responsibilities:**

- Proofread and copyedit print and digital content, including PowerPoint presentations, website content, briefs, proposals, reports, executive summaries, emails, and meeting materials;
- Ensure that content is free of grammatical, punctuation, and spelling errors, and that content is clear and easy to read;
- Ensure that clinical information and technical data are presented in a way that is understandable to stakeholders and policymakers who may not have mental health training;
- Manage multiple editorial reviews and shifting deadlines;
- Verify accuracy of data by fact checking against source documents, and ensure that interpretation of findings is consistent with data analysis;
- Ensure that all materials follow Institute editorial style and document formatting guidelines;
- Proactively maintain brand style guidelines and templates;
- Maintain a routine structure for procuring editorial review requests and respond promptly to urgent requests as needed;
- Other duties as assigned.

**Required Qualifications:**

- Bachelor's degree in English, journalism, or related field;
- One to three years relevant editing work experience;
- Proficiency in Microsoft Word, including the ability to format tables, insert cross references, apply styles, and use templates;
- Experience with PowerPoint, Excel, Adobe, and other editorial software;

- Familiarity with/ability to apply style and reference guidelines from the Publication Manual of the American Psychological Association, Sixth Edition, 2010;
- Exceptional attention to detail;
- Excellent verbal and written communications skills;
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines;
- Flexibility in working with new issues, topics, and approaches.

**Preferred Qualifications:**

- Master's degree in English, social work, psychology, public affairs, public health, or related field;
- Three to five years relevant editing work experience.

**To Apply:**

Qualified applicants are encouraged to submit their resume and cover letter to [careers@texasstateofmind.org](mailto:careers@texasstateofmind.org).

**About Meadows Mental Health Policy Institute**

The Meadows Mental Health Policy Institute is a nonpartisan, nonprofit organization that provides trusted policy and program guidance that creates systemic changes so all Texans can obtain effective, efficient behavioral 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](http://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.*