



Job Title: Operations Assistant

Reports To: Vice President of Operations

Position Summary: The Meadows Mental Health Policy Institute (“MMHPI”) seeks a collaborative and strategic professional to serve as Operations Assistant. The Assistant will support the work of the Vice President of Operations and the broader MMHPI policy team based in the Houston area. The Assistant will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders to help coordinate and implement operational policies and mental policy work for a growing organization, and assist with various human resources, financial and contracting tasks. Required work location for this position is in Houston, TX. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities

- Work with Vice President of Operations to implement policies and procedures that support a growing and dynamic organization.
- Assist in continuing to develop an infrastructure that supports efficient work practices, including technology and work flows.
- Coordinate the hiring and onboarding process.
- Coordinate Institute purchasing process.
- Assist staff and supervisors in the Houston area with project support related to mental health policy initiatives in the region.
- Assist MMHPI Privacy Officials by overseeing data privacy compliance.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in Business, Communication Studies, or related field.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team’s work.
- Experience or interest in human resource management.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to think strategically, critically, and respond analytically.
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications

- Three to five years of professional-level experience in related role.

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 data-driven, 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.