

Job Title: Administrative Associate

Reports To: Executive Chief of Staff

Position Summary: The Meadows Mental Health Policy Institute (“MMHPI”) seeks a collaborative and strategic professional to serve as Administrative Associate. The Associate will support the work of the Executive Office, including the President and Chief Executive Officer and Executive Chief of Staff. The Associate will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders to provide administrative support. The work location for this position will be in Dallas. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities

- Work closely and take direction from the Executive Chief of Staff.
Maintain President and Chief Executive Officer’s (CEO) complex calendar and schedule with precise attention to detail.
 - Exercise sound judgment when scheduling appointments based on travel needs, location and timing of meetings, etc.
- Complete monthly expense reports for the CEO.
- Coordinate office meetings including refreshments, scheduling, etc.
- Arrange production of materials and supplies for various projects and meetings.
- Support the work of Institute Staff.
- Update and maintain administrative spreadsheets and files.
- Assist with maintaining Institute offices.
- Other duties as assigned.

Required Qualifications

- Bachelor’s degree and at least three years of administrative office experience (or comparable experience, if less than three years).
- Excellent written and verbal communication skills.
- Extremely detail oriented.
- 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.
- 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

- Four to six years clerical and administrative functions.

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.