Job Title: Events Coordinator

Reports to: Director of Events

Position Summary: The Meadows Mental Health Policy Institute (“MMHPI”) seeks a dynamic, detailed-oriented, and independent self-starter to serve as an Events Coordinator. The Events Coordinator will support the work of the Director of Events within the External Affairs team. The Events Coordinator will be expected to work collaboratively with Institute staff, including senior leadership, contractors, and representatives of venues and other vendors to successfully execute various meetings and special events as well as a statewide conference. The flexible work location for this position is in Austin, TX. Statewide travel (up to 15%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Coordinate a variety of meetings and special events to successfully reflect the Institute’s priorities and goals:
  - Identify event venues;
  - Negotiate and manage venue contracts, including guest room blocks;
  - Create and manage event timelines;
  - Support on-site logistics and event management;
  - Manage event budgets;
  - Provide high-level customer service and troubleshoot issues for Institute staff, meeting and event attendees, registrants, and presenters.
- Assist in all aspects of the annual statewide Engage & Excel Conference, including but not limited to: timeline management, registration, logistics, communications, and on-site assistance.
- Perform a variety of administrative tasks which may require discretion, diplomacy in communication, and significant attention to detail.
- Other duties as assigned.

Required Qualifications:

- A minimum of three years of directly related, progressively responsible work experience in a professional position, preferably a high-functioning event management role.
- Demonstrated success in project management or event coordination.
- Knowledge of all aspects of meeting and event logistics from preliminary planning to post-event wrap up.
• Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously in a fast-paced environment while meeting deadlines.
• Excellent written and verbal communication skills.
• Proficient in Microsoft Office Suite, including Excel, PowerPoint, and Word.
• Strong interpersonal and customer service skills with ability to interface with key stakeholders including but not limited to elected officials.
• 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.
• Bachelor’s degree.

Preferred Qualifications:
• Familiarity with non-profit organizations, public affairs, and policy.
• Ability to adjust to changing needs and priorities.
• Experience with systematizing the meeting planning process.

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 provides independent, nonpartisan, data-driven, and 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.

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.