

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Communications Assistant

Reports To: Director of Communications

Position Summary:

The Meadows Mental Health Policy Institute (MMHPI) seeks a creative and organized professional to serve as a full-time Communications Assistant with its External Affairs team. The Communications Assistant will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders to implement strategies that build the MMHPI brand and convey its mission and priority messages to diverse audiences across Texas and beyond.

The Communications Assistant will support the Communications team's work in an inclusive, team-oriented environment by contributing to the creation, support, and maintenance of material, information, and content used across various communications channels.

The location for this position is preferably Austin or Dallas, but other Texas locations will be considered. Limited statewide travel may be required (up to 5%) after June 2021. Some duties may require access to reliable personal transportation.

Responsibilities

- Assist with the implementation of communications tactics that serve MMHPI's goals;
- Assist in the development, distribution, and maintenance of content for social media, website, marketing collateral, and various other digital and print applications;
- Manage information consistency and quality control across MMHPI communications;
- Provide External Affairs support through administrative and organizational tasks including keeping the MMHPI contact database up-to-date, and assisting with meetings as needed; and
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in Business, Communication Studies, Marketing, or related field
- Excellent written and verbal communication skills;
- Proficiency with Microsoft Office: Word, Excel, PowerPoint;
- Experience with WordPress or similar CMS;
- Familiarity with Adobe Creative Suite (InDesign, Illustrator, and Photoshop);

- Excellent time management skills, strong ability to prioritize tasks while working under tight deadlines;
- Ability to work independently as well as collaboratively, including overcoming geographic and remote work challenges to sufficiently contribute to the team's work;
- Strong organizational skills, ability to manage multiple tasks and projects simultaneously;
- Capacity to think strategically, critically, and creatively; and
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications

- 1 to 4 years of professional-level experience in related role or relevant internship experience;
- Experience or interest in mental health or public policy;
- Familiarity with social media platforms (Facebook, Twitter, Instagram, YouTube, LinkedIn); and
- Experience working with images and graphics, experience with video editing a plus.

To Apply

Qualified applicants are encouraged to submit their resume and cover letter to:

careers@mmhpi.org

Please also include three writing samples that demonstrate your ability to write copy reflecting communications strategies, well-suited to the intended format. Short form, published samples are preferred and may include content from social media posts, blogs, newsletters, websites, email marketing, and other print or digital collateral.

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.