

## **Job Posting: Project Coordinator, Windsor Village (WV) Collaborative**

Mental Health America of Greater Houston, a \$3M+ 501(c)3 focused on developing community solutions to promote mental health for all, seeks a Project Coordinator, to join our team of passionate and motivated professionals creating impact to advance the overall wellbeing of the individual and the community. This position coordinates all aspects of the **Community Resilience in the Windsor Village Area** project.

Funded by the Hogg Foundation for Mental Health Communities of Care Initiative, led by MHA of Greater Houston and Windsor Village United Methodist Church, this project will support the Windsor Village community and adjacent neighborhoods in cultivating resilience and promoting overall well-being for youth and families.

Functions of the position include, but are not limited to

- Facilitating connections and communications among the WV Collaborative partners and between the WV Collaborative and other public/private organizations and members of the community.
- Engage residents and community organizations as program partners and participants in the work of the Collaborative.
- Serve as the point person to centralize information and interactions for the WV Collaborative and the project.
- Coordinate the various project activities and tasks of the WV Collaborative and its participants.
- Coordinate logistics for meetings and events including registration, preparation of supplies and materials, securing of event spaces, meeting/event planning and setup, etc.
- Collect, record, and maintain all project data with accuracy.

### **Qualifications for Position**

This position requires a highly motivated self-starter with bachelor's degree, preferably in public health, psychology, social work, sociology, or related field. Minimum of two to three years of relevant work experience; experience coordinating the work of multiple collaborators preferred. Familiarity with the neighborhoods of south central Houston and working with youth and families of color is highly preferred. The candidate chosen will have superior organizational skills; experience in managing multiple responsibilities; and a high degree of attention to detail and accuracy.

This position will require a flexible work schedule with some work and meetings conducted in the evening and on weekends.

Submit cover letter with salary expectations and resume to [careers@mhahouston.org](mailto:careers@mhahouston.org). Include "Project Coordinator" in Subject Line.