



**Project Coordinator, Center for Parent and Family Well Being
Houston**

CHILDREN AT RISK is seeking an enthusiastic, detail oriented and self-motivated team member who will support research and outreach efforts of a nationally recognized, Texas based, non-profit organization. The Project Coordinator will join a driven, dynamic, and growing team in the Center for Parent and Family Well-Being (CPFWB) and work closely with the Center's Director and the President/CEO.

Key responsibilities include:

- Collaborate in the organization's ongoing data collection and dissemination efforts in the areas of parent education and community resources
- Participate in the preparation and writing of major research reports
- Assist in the development and writing of federal, state, and local foundation grant proposals
- Plan and coordinate dissemination and outreach events, including developing budgets and timelines, coordinating venue logistics, developing a publicity strategy, recruiting speakers, etc.
- Expand educational outreach and national presence through social media outlets (i.e. Facebook, Twitter, YouTube, etc.)
- Develop collaborative partnerships with community stakeholders, including nonprofit organizations, school districts, and school leaders
- Represent CHILDREN AT RISK in meetings regarding current children's issues

About CHILDREN AT RISK

CHILDREN AT RISK is a statewide research and advocacy group dedicated to improving the quality of life of Texas' children through research, public policy analysis and practice, community education, and collaboration. Our primary areas of focus are on strengthening public education, ending child trafficking, increasing access to and use of federally funded meal programs, and evidence based parenting. We are the leading source of actionable information on children's issues and a catalyst for change concerning the needs of all children in Texas.

Preferred Qualifications

- BA/BS required; master's level degree preferred
- Bilingual preferred (English/Spanish)
- Strong critical thinking skills and analytical approach to problem solving
- Ability to work independently/as a self-starter, as well as a team member
- Strong presentation and facilitation skills and the ability to meet the needs of diverse audiences
- Attention to detail and commitment to maintaining meticulous databases
- Strong written and verbal communication skills for both internal and external audiences
- A strong ability to prioritize multiple tasks
- A strong work ethic, an outgoing personality, and a zeal for relationship building
- A history of commitment to children, innovative public policy, and positive change preferred

The position offers a competitive compensation and benefits package. Interested candidates should submit a letter of application, resume, and a list of three references **via e-mail** to Dr. Bob Sanborn at: CPFWBJobs@childrenatrisk.org with "Project Coordinator" in the subject line. The application deadline is rolling with applications being reviewed upon receipt. *CHILDREN AT RISK receives a high volume of resumes and reviews every candidate closely. As such, candidates will only be contacted if they are selected for an interview.*

Dr. Bob Sanborn
President/CEO
CHILDREN AT RISK