

## **Project Coordinator CHILDREN AT RISK – Houston**

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CHILDREN AT RISK is seeking an enthusiastic, detail-oriented, and self-motivated team member who will support and help direct outreach and research efforts of a nationally recognized, Texas based, non-profit organization. The Project Coordinator will join a driven, dynamic, and growing research team. This position will work primarily in the area of food insecurity and early childhood education in the first year and move toward more generalist projects afterward.

### **Key Responsibilities Include:**

- Coordinate a multi-city team effort to increase participation in federal meal programs by working directly with early childhood educators, administrators and nonprofit leaders in the Greater Houston Area.
- Conduct research into local and national best practices for delivering the Child and Adult Food Program (CACFP) to children and draft a report to share with early childhood educators, administrators, community leaders, service providers, and public officials
- Coordinate educational events.
- Collect and analyze qualitative data for projects.
- Meet regularly with local partners, coalitions, and early childhood education leaders to foster collaboration and effective transition to CACFP meal service.
- Produce one-pagers, written reports, and presentation materials for early childhood education projects.
- Represent CHILDREN AT RISK in meetings with public officials and community stakeholders regarding current children's issues, especially in the area of food insecurity and early childhood education.
- Support the policy and data teams with special projects and events as necessary.
- Support directors in implementing other education and health projects as needed.

### **About CHILDREN AT RISK**

CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of Texas' children through strategic research, public policy analysis, community education, and collaboration. Our focus is on strengthening public education, increasing access to evidence-based parent education, ending child trafficking, and increasing access to federal meal programs. We are the leading source of accurate information on children's issues and an advocate and catalyst for change concerning the needs of all children in Texas.

### **Preferred Qualifications**

- Bachelor's degree required
- Exceptional written and verbal communication skills for both internal and external audiences
- Project management experience with a strong ability to prioritize multiple tasks, and oversee a project start to finish
- Strong attention to detail
- Ability to work independently/as a self-starter, as well as a team member
- Ability to build relationships, work well with others, navigate competing priorities, and collaborate with various organizations
- A strong work ethic, a good sense of humor, an outgoing personality, and a zeal for relationship building are all considered a real plus for this position

CHILDREN AT RISK is an equal opportunity employer and does not discriminate against individuals on the basis of sex, gender identity, sexual orientation, age, disability, veteran status, religion, ancestry, color, race, ethnicity or creed.

This position offers a competitive compensation and benefits package. Interested candidates should submit a cover letter, resume, and a list of three references **via e-mail** to Dr. Katie McConnell at [kmcconnell@childrenatrisk.org](mailto:kmcconnell@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.*