

**Project Coordinator – Education, Early Childhood Initiatives**  
**CHILDREN AT RISK – Texas, Statewide**

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CHILDREN AT RISK is seeking an enthusiastic, detail oriented and self-motivated team member who will support research and communications efforts of a nationally recognized, Texas based, non-profit organization. The Project Coordinator will join a driven, dynamic, and influential team in the Early Childhood Education Initiative

**Key responsibilities include:**

- Collaborate in the organization’s ongoing data collection and dissemination efforts in the areas of early childhood education, parent education, public education, human trafficking, and health.
- Participate in the preparation and writing of major research reports.
- Collaborate with community stakeholders and non-profit partners to improve outcomes for children across the state.
- Assist in the development and writing of federal, state, and local foundation grant proposals.
- Assist in the creation of various social media and traditional media deliverables.
- Plan and coordinate dissemination and outreach events, including developing budgets and timelines, coordinating venue logistics, developing a publicity strategy, recruiting speakers, etc.
- Plan and coordinate early childhood education coalition meetings and subsequent workgroup meetings.
- Keep up to date on policies affecting early childhood education.
- Expand educational outreach and national presence through social media outlets (i.e. Facebook, Twitter, YouTube, etc.)
- Represent CHILDREN AT RISK in meetings regarding current children’s issues, especially in the area of early childhood education.

**Preferred Qualifications**

- BA/BS required.
- Strong critical thinking skills and analytical approach to problem solving.
- Desire to work with data; quantitative and qualitative data experience preferred.
- Ability to work independently/as a self-starter, as well as a team member.
- Attention to detail and commitment to maintaining meticulous databases.
- Strong written and verbal communication skills for both internal and external audiences.
- Project management experience with a strong ability to prioritize multiple tasks.
- A strong work ethic and a zeal for coalition building are considered a real plus for this position.
- Demonstrated passion in working for children, innovative public policy, and positive change preferred.
- Knowledge of key early childhood education issues at the local, state, and federal levels preferred.

**Status:**

- Full time, Permanent
- This position is in-person if staff is located in the Greater Houston area, otherwise can be remote if located in Texas.

- **Compensation:** The position has a salary range from \$40,000-\$50,000 annually, dependent on the level of experience. Target start August 2021. CHILDREN AT RISK offers a competitive benefit package, including health insurance, dental insurance, retirement contributions, and vacation and holidays.

### **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.

Interested candidates should submit a letter of application, resume, and a list of references **via e-mail** to Kaeleigh Hernandez at: [khernandez@childrenatrisk.org](mailto:khernandez@childrenatrisk.org) with "ECI Project Coordinator" in the subject line. The application deadline is rolling with applications being reviewed upon receipt.

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. We strongly seek candidates that believe in our mission and represent the diverse community and children that we serve.

*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.*