

**Project Coordinator**  
**CHILDREN AT RISK – Texas**

---

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 may work in a variety of areas, depending on organizational need, including:

- K-12 Education and Early Childhood Education
- Children’s Immigration Network
- Center for Social Measurement and Evaluation (Data Analysis)
- Public Policy and Law Center (Legislative Advocacy and Human Trafficking)

**Key responsibilities include:**

- 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.
- Plan and coordinate dissemination and outreach events, including developing budgets and timelines, coordinating logistics, developing a publicity strategy, recruiting speakers, etc.
- Collaborate in the organization’s ongoing data collection and dissemination efforts in the areas of immigration, public education, human trafficking, and opportunity youth.
- Expand educational outreach and national presence through social media outlets (i.e. Facebook, Twitter, YouTube, etc.)

**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, and increasing access to and use of federally funded meal programs. 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.
- 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.
- Strong written and verbal communication skills for both internal and external audiences.
- Project management experience with a strong ability to prioritize multiple tasks.

**About CHILDREN AT RISK**

Founded in 1989, CHILDREN AT RISK is an active research and advocacy group dedicated to improving the quality of life of children through research, public policy analysis, community education, and collaboration. Our focus is on the whole child with significant work in ending child trafficking, strengthening public education, and increasing access to and use of federally funded meal programs. We

are the leading source of accurate information on children's issues and an advocate and catalyst for systemic change concerning the needs of all children. See our website for recent announcements and studies: [www.childrenatrisk.org](http://www.childrenatrisk.org)

**Application Instructions:** Our positions are competitive and fill quickly. Interested candidates should submit a resume and a writing sample to Gretchen Himsl, [ghimsl@childrenatrisk.org](mailto:ghimsl@childrenatrisk.org). Applications will be reviewed on a rolling basis.

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.*