

CHILDREN AT RISK is seeking an enthusiastic, detail oriented and self-motivated Project Coordinator who will support research, advocacy and communications efforts of a nationally recognized, Texas based, non-profit organization. The Project Coordinator will prioritize work in the Public Policy and Law Center related to legislative advocacy, Opportunity Youth, and Human Trafficking. The Project Coordinator will also work across the organization on different projects related to health, early childhood and K-12 education, immigration, and other cross-functional projects. This is a unique position that will enable the selected candidate to understand the day-to-day operations of a successful, macro-level non-profit organization.

- **This position is open to candidates residing in Texas.**
- **Candidates must exhibit strong communication practices and high attention to detail and be a relationship builder.**
- **If residing in Houston, this is a hybrid position requiring office time; if outside of Houston the position will be remote. Travel across the state will be required, at times, based on project.**
- **This position will report to the Sr. Director of Policy.**

General Responsibilities and Essential Functions:

- **Project Coordination:** Conduct scheduling and outreach of key stakeholders, plan and coordinate dissemination of publications/materials; serve as point person on learning/outreach events, develop budgets and timelines, coordinate logistics, develop a publicity strategy, recruit speakers, maintain files, etc.
- **Foundation and grant support:** Assist in the development and writing of federal, state, and local foundation grant proposals.
- **Marketing and Communications support:** Expand educational outreach and national presence through social media outlets (i.e. Facebook, Twitter, YouTube, etc.)
- **Partnership building:** Identify and collaborate with potential community key stakeholders and non-profit partners to improve outcomes for children across the state.
- **Research and Data:** Collaborate in the organization's ongoing data collection and dissemination efforts in the areas of immigration, public education, health, human trafficking, and opportunity youth; provide support in the preparation and writing of major research reports.

Key responsibilities include:

- Assist in developing and managing project timelines, milestones, and deliverables for policy-related initiatives.
- Coordinate across departments, ensuring alignment on policy goals and campaign strategies.
- Organize and schedule meetings, events, webinars, and public forums involving stakeholders, legislators, and partners.
- Track project progress and adjust timelines or resources as needed to meet deadlines.
- Conduct background research on legislative issues, policy trends, and best practices in child welfare/basic needs, education, health, immigration, or related areas.
- Support data collection and analysis for policy briefs, white papers, fact sheets, or advocacy materials.
- Maintain and update databases related to policy work (e.g., stakeholder contacts, legislative trackers).

- Assist in planning and executing advocacy campaigns, including legislative visits, coalition-building, and community outreach.
- Draft communications to legislators, partners, and constituents (e.g., action alerts, emails, social media posts).
- Prepare and distribute meeting agendas, summaries, and supporting materials for stakeholder briefings or advocacy days.
- Draft and edit grant reports, project updates, and internal progress summaries.
- Monitor and document policy developments at the local, state, and federal level.
- Maintain organized records of correspondence, legislative activities, and advocacy metrics.
- Serve as a liaison between policy staff and external collaborators, ensuring smooth information flow.
- Support team needs during legislative sessions, including note-taking, scheduling, and follow-up tasks.
- Manage logistical details for public hearings, advocacy days, and press events.
- All other tasks as assigned.

Qualifications:

- **Education and Experience:** Bachelor's degree (BA/BS) is required
- **Technical Skills:** Strong critical thinking skills and analytical approach to problem solving; desire to work with data; quantitative and qualitative data experience preferred;
- **Communication:** Excellent interpersonal and written communication skills; strong attention to detail; strong written and verbal communication skills for both internal and external audiences.
- **Collaborative and Adaptive:** Ability to work independently/as a self-starter, as well as a team member; team player with a flexible, adaptable approach; capable of managing changing timelines and priorities while maintaining high-quality work.
- **Multi-Tasker and Organizational Abilities:** Able to manage multiple projects; project management experience with a strong ability to prioritize multiple tasks.
- **Ethics and Professionalism:** Upholds high ethical standards, demonstrates empathy, optimism, and sensitivity to donor needs, and exercises good judgment; passion for the organization's mission and community impact.

About CHILDREN AT RISK

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 to champion solutions that tackle poverty, education and health disparities, and child exploitation. 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. The position offers competitive compensation and benefits package.

How to Apply

Interested candidates should submit a cover letter, resume, writing sample and a list of three references via e-mail to **Caroline Roberts**, croberts@childrenatrisk.org. Please include the words "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.