



Project Coordinator – Systems Development & Integration

The Child Health and Development Institute (CHDI) is seeking a **Project Coordinator** to help improve the quality of behavioral health for Connecticut children and families. CHDI coordinates multiple state and federally-funded implementation, training, and quality improvement initiatives in Connecticut. This position will support efforts to strengthen implementation of the state's Behavioral Health Plan for Children and training opportunities for the children's behavioral health workforce. Work will include researching best practices, engaging stakeholder groups, data analysis and visualization, writing reports, and developing training content using a web-based learning management system.

Responsibilities may also involve working closely with community-based providers, schools, and other initiative partners and subcontractors, developing training plans and materials, coordinating training and quality assurance activities, supporting data collection/reporting, reviewing and summarizing research or best practices, ensuring communication between project staff, trainers, and staff receiving training/technical assistance, and providing technical assistance and support as needed.

Required Education and Skills

- Master's degree in psychology, public health, social work, alcohol and drug counseling, child development, education, public policy, public administration, or a closely related field; or bachelor's degree with relevant experience.
- Experience with project coordination, program implementation, training, consultation, and/or interpreting/utilizing data for quality improvement activities.
- Must be extremely organized, efficient, and a strong team player.
- Excellent interpersonal, communication, writing, and time management skills.
- Understanding of children's behavioral health and other child-serving systems (e.g., education, juvenile justice, and/or child welfare in Connecticut).
- Preferred skills and experience include contract/budget management, advanced writing and editing skills (e.g., scholarly publications, research reports, grant writing), data analysis and reporting, developing training content and materials, Universal Design for Learning, use of learning management systems, communications (e.g., developing PowerPoint presentations, Canva, data visualization, video recordings).

Specific responsibilities will likely include:

- Coordinate project activities and training and manage subcontracts to ensure that all project deliverables and contract requirements are met on time and within budget.
- Collaborate with staff from state agencies, schools, and/or community-based behavioral health providers to support training and consultation through in-person or virtual site visits, and telephone/video calls to support implementation.
- Work with support staff to coordinate trainings/meetings to support implementation activities, including identifying locations, preparing materials, registration, managing CEUs, providing support at trainings, and securing refreshments (with support staff assistance).



- Develop materials to support implementation (e.g., training materials, briefs, reports).
- Work closely with other CHDI staff to develop data collection, analysis, and reporting approaches, including producing high-quality data reports and continuously improving implementation processes.
- Maintain data and records necessary to complete required funder reports.
- Communicate findings, in written and verbal formats, to internal/external stakeholders, including project reports, CHDI publications, and/or peer-reviewed publications.
- Assist with the maintenance/development of websites, communications, and data systems.
- Assist with grant/contract applications to seek external funding for sustainability.
- Assist with other duties and aspects of the initiative and CHDI's work, including administrative and operational support as needed.

Compensation

This is a full-time position with a salary range of \$60,000-\$65,000. Compensation will be determined based on candidate qualifications and includes a generous benefits package: 403b with employer contribution up to 10%, generous cost sharing of 85% of medical/dental insurance premiums including dependents, life insurance, long-term disability coverage, several ancillary/voluntary benefit plans, 9 paid holidays, up to 22 paid time off days, and paid sick time.

About Us

The Child Health and Development Institute (CHDI) is an independent, non-profit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our core initiative areas include system development and integration, evidence-based and best practice treatment dissemination, comprehensive school mental health, and data analysis & quality improvement. Primary strategic work activities include project coordination and management, data analysis, evaluation, quality improvement, research, consultation, training, technical assistance, and policy/system advocacy.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values to function as change agents who transform our organization, as well as the systems, practices, and policies that promote and support the behavioral health and well-being of children.

CHDI is an equal opportunity employer. It's our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment.

In 2022, 2023, and 2024, CHDI was named to the list of **Best Places to Work** by the



Hartford Business Journal. We are currently operating in a flexible, hybrid work environment with the expectation that employees work from our Farmington, CT office one day per week. Therefore, candidates should reside within commutable distance of Farmington.

Please note: CHDI requires applicants to have current legal authorization to work in the United States and is unable to sponsor applicants for work visas. The successful candidate's employment is contingent upon the successful completion of a pre-employment criminal background check.

How to Apply

To apply, please click the following link <https://child-health-development-institute-of-ct-inc.breezy.hr/p/26d3f58c7e18-project-coordinator-systems-development-integration> and upload these materials: (1) Detailed cover letter of interest describing qualifications, experience, and interest in the project described, and (2) Resume/Curriculum Vitae.

Applications will be reviewed on a rolling basis until the position is filled.

