

Project Coordinator Full Time (40 hours) with Benefits

Summary

The Child Health and Development Institute (CHDI) is seeking a **Project Coordinator** to work on projects primarily related to the development, implementation, and sustainability of a **student peer support program**, as well as other CHDI initiatives. The Project Coordinator will be responsible for project management activities, coordination of trainings and grant meetings, program implementation, and quality improvement activities. CHDI works to improve the quality of behavioral health services for Connecticut children and serves as a statewide Coordinating Center for several school-based initiatives. This position is a one-year position, with an opportunity to extend based on available funding.

Required Education and Skills

- Bachelor's degree in education, psychology, social work, public health, child development, or a closely related field; Master's preferred;
- Experience with project coordination and program implementation;
- Demonstrated skills providing consultation, training and/or technical assistance to make improvements in services;
- Demonstrated skills with program management;
- Excellent interpersonal, communication, organizational, and time management skills;
- Understanding of children's behavioral health and/or educational systems of care;
- Understanding of health equity and racial justice principles

Responsibilities will likely include to:

- Coordinate project activities and training, including working closely with CHDI staff, state agency partners and training consultants, and other external partners to ensure that all project deliverables are met on time.
- Organize, prioritize, and complete deliverables and tasks to meet project and contract requirements.
- Collaborate with state agency partners and all levels of school personnel to provide consultation and support for implementation of policies and practices.
- Convene/participate on project-related statewide leadership teams and supporting activities related to implementation of school mental health/other initiatives.
- Schedule, convene, and facilitate virtual and/or in-person team meetings and subcommittees at the school/local, district/regional, and state level to advance deliverables (may include regular in-state travel and opportunities for occasional out-of-state travel).
- Develop and disseminate materials to support implementation (e.g. training materials, briefs, reports).
- Work closely with project team to coordinate and assist with data systems development and maintenance, data collection, coding, and reporting.
- Maintain data and records necessary to complete required grantee reports and to support program evaluation/quality improvement activities.
- Communicate updates and findings, in written and verbal formats, to internal/external stakeholders, including project reports, and CHDI and/or peer-reviewed publications.
- Assist with maintenance/development of project websites and communications.
- Assist with other aspects of the initiative, including administrative and operational support as needed.

Compensation

Compensation will be based on experience and will range from \$61,000 - \$64,000. Compensation will be determined based on the qualifications of the candidate and includes a generous benefits package including a 403b retirement plan with company contribution of up to 10%; CHDI pays 85% of medical/dental insurance



premiums including dependents; 9 paid holidays, up to 22 paid time off days, additional paid sick time off, and more.

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.

In 2022, 2023, 2024, and 2025, 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.

How to Apply

To apply, please click the following link:

<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/IEba5cACdD/Project-Coordinator>

Please include these required materials: (1) a detailed letter of interest describing qualifications, experience, and interest in the project described; (2) resume/curriculum vitae. Applications will be reviewed on a rolling basis until the position is filled. The position is contingent upon continued funding.

CHDI is an equal opportunity employer and acknowledges this in its solicitations or advertisements for employees. It is 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, including recruiting, hiring, training, selection, promotion, development, compensation, and the terms, privileges, and conditions of employment.

Terms and Conditions of Employment

CHDI requires applicants to have current legal authorization to work in the United States, and the organization does not sponsor applicants for work visas. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

This is a hybrid position working in our Farmington, CT office for at least one day per week.