

**Project Coordinator (Full Time)
System Development and Policy**

Summary

The Child Health and Development Institute (CHDI) is seeking a **Project Coordinator** to support efforts to strengthen the children's behavioral health system in Connecticut. The focus of this work will be strengthening the pipeline, retention, and competencies of the children's behavioral health workforce. Primary responsibilities may include: (1) providing support in developing online asynchronous trainings; (2) identifying data sources to improve understanding of workforce needs and developing related memorandums of understanding or data sharing agreements; (3) working collaboratively with state agencies, family advocates, providers, and other partners to identify system and policy improvement opportunities; and (4) conducting literature reviews, interviews, surveys, and/or focus groups to inform system and policy recommendations. The ideal candidate will have experience in children's behavioral health or related systems, strong project management experience, strong training or presentation development skills (e.g., experience using canva or other design tools to develop effective slideshows), as well as experience identifying and using data in program design or implementation.

Required Education and Skills

- Bachelor's Degree (Master's Degree preferred) in psychology, public health, public policy, social work, education, child development, or a closely related field;
- Knowledge of and/or lived experience with the children's behavioral health system;
- Experience with partnership development, project coordination, program implementation, and/or project management;
- Experience with identifying data sources, interpreting and utilizing data for program development and/or quality improvement activities;
- Experience using design programs (e.g., canva) to develop slideshows, infographics, briefs, etc.;
- Strong writing skills;
- Experience with data collection through surveys, focus groups, and/or interviews preferred;
- Experience developing or managing online asynchronous trainings preferred;
- Must be extremely organized, efficient, and a strong team player;
- Excellent interpersonal, communication, writing, and time management skills;
- Proficiency with MS Office Suite (Word, Excel, Outlook) and other software applications (e.g., Alchemer, Zoom, Microsoft Teams).
- Additional skills and experience that are preferred, but not required, include: use of a learning management system; grant writing; scholarly publication and research reports; online survey tools; and data visualization tools.

Responsibilities will likely include:

- Communicating with partners, through workgroups/meetings/advisory councils to understand needs and identify proposed solutions;
- Reviewing literature and connecting with subject matter experts when needed to understand best practices in the field;
- Identifying data sources that will strengthen understanding of the children's behavioral health system and the workforce in particular (e.g., licensing data, Department of Labor data, etc.);
- Working with state agencies and other partners to develop memorandums of understanding or data sharing agreements;



- Collecting data through surveys, focus groups, and interviews;
- Supporting the development of online asynchronous trainings for the children's behavioral health workforce (e.g., identifying experts in a given training topic, designing or editing PowerPoint slides, editing videos, and uploading content to a learning management system)
- Coordinating project activities and overseeing subcontracts to ensure that all project deliverables and contract requirements are met on time and within budget;
- Scheduling, convening, and facilitating virtual and/or in-person team and workgroup meetings;
- Regularly updating the team on progress toward deliverables at internal and external meetings;
- Communicating findings, in written and verbal formats, to internal/external stakeholders, including project reports, CHDI publications, and/or peer-reviewed publications;
- Participating in related committees, workgroups, and internal/external meetings with partners; and
- Assisting with other aspects of the initiative and CHDI's work, including administrative and operational support as needed.

Candidates who do not meet every requirement listed but have additional relevant education or experience to the position are encouraged to apply and explain in their cover letter.

Compensation

Compensation will be based on experience and will range from \$61,000 - \$66,000 annually (Full Time Equivalent) for Project Coordinator. 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.

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, 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.

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://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/VU9vWmaWXw/Project-Coordinator>

Please upload 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.

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