



Project Coordinator – Behavioral Health Training

The Child Health and Development Institute (CHDI) is seeking a **Limited-Term 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 development of online asynchronous trainings related to children's behavioral health. This is a full-time position with a limited term. The position is funded through September 30, 2025. While additional funding may be secured to continue employment beyond the current term, it is not anticipated.

Work will include engaging state agencies, family advocacy organizations, subcontractors, and other initiative partners to develop training plans and materials, record and edit training videos, and create and launch training content using a web-based learning management system.

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.
- Must be extremely organized, efficient, and a strong team player.
- Excellent interpersonal, communication, writing, and time management skills.
- Strong project coordination skills;
- Skills and experience with instructional design and developing training materials;
- Experience with developing asynchronous education or training courses using an online learning management system;
- Understanding of accessibility standards, universal design, and adult learning styles;
- Skills and experience developing visuals for training and related communications (e.g., advanced PowerPoint skills, Canva, etc.);
- Understanding of children's behavioral health and other child-serving systems (e.g., education, juvenile justice, and/or child welfare in Connecticut), and experience with behavioral health interventions, such as Mobile Crisis, strongly preferred but not required.

Specific responsibilities will likely include:

- Developing content for live and asynchronous online trainings, with support from staff and contractors with content expertise, related to children's behavioral health;
- Use of online learning management system to develop, promote, and track asynchronous trainings, including recording and editing videos of trainers, developing visuals, and ensuring consistency in trainings, such as branding and incorporation of CHDI values;
- Coordinate project activities and training and manage subcontracts to ensure that all project deliverables and contract requirements are met on time and within budget.
- Work with CHDI colleagues 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).
- 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.

Note that this is a limited term position, currently funded through September 30, 2025.

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 <https://child-health-development-institute-of-ct-inc.breezy.hr/p/e33a54242ef3-project-coordinator-behavioral-health-training> 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.**

