JOB DESCRIPTION

TITLE: Program Administrative Coordinator

LOCATION: Oakland, CA

THE POSITION:

Are you incredibly organized? Do you love logistics and getting shit done? Do you want to work for a passionate organization committed to ending overdose, fighting stigma, and advancing the empowerment of individuals and communities who are affected by drug use? Harm Reduction Coalition is seeking an energetic, detail-oriented self-starter to support its California initiatives.

The ideal candidate is an individual who enjoys being part of a team and can also work well independently. The workflow for this position is fast-paced and requires someone who can effectively prioritize and be responsive to emergent issues. Successful candidates are patient, can communicate clearly, and maintain a positive attitude in demanding environments.

ORGANIZATION DESCRIPTION:

Harm Reduction Coalition is a national advocacy and capacity-building organization that works to promote the health and dignity of individuals and communities who are affected by drug use. With offices in New York and California and expanding to DC, we advance harm reduction policy and practice through five core programs:

1. harm reduction policy and advocacy;
2. national training and capacity building initiatives;
3. national and regional conferences;
4. publications and resources, and;
5. technical assistance on overdose prevention education, hepatitis C prevention and treatment, syringe access expansion, and the US opioid crisis.

Collectively, these core programs work toward our North Star Statement: Harm Reduction Coalition creates spaces for dialogue and action that help heal the harms caused by racialized drug policies.

DUTIES AND ACTIVITIES:

Event Coordination

- Support planning for in-person trainings and meetings including venue procurement, organizing on-site logistics, managing registration and supporting attendee accommodations and travel, and ensuring accessibility to events for people with diverse lived experiences
- Provide administrative and logistics support for Harm Reduction Coalition’s first ever statewide California Harm Reduction Conference
- Manage event planning using project management tools to increase transparency around event planning and logistics
- Manage registration and abstract submission; coordinate with panelists, speakers, and registrants
- Collaborate with Harm Reduction Coalition National Conference team on best practices, models and systems for conference management

Administrative Support of California Initiatives
- Provide administrative support to diverse projects within the state of California including training and technical assistance to syringe services programs, MAT expansion efforts, and community organizing efforts
- Collect and organize data to support California based projects through surveys, phone calls, and interviews
- Coordinate logistics for lobby visits including booking travel, accommodations, and food for providers across the state
- Act as first point of contact for event attendees and provide responsive email assistance
- Provide back-up office management support, as necessary

Grants Management
- Support the Grants Manager in the day-to-day administration of community partner portfolios, including coordination of contracting and reporting
- Triage and organize all incoming grant applications, including reviewing all applications for accuracy
- Maintain grant management database to allow Harm Reduction Coalition to measure the impact of grantee performance

REQUIREMENTS:
- Candidate must be reliable, flexible, people-oriented, patient, and demonstrate initiative and responsibility
- Must be a logistically-oriented systems-thinker with strong interpersonal skills, excellent written and oral communication skills, and a hands-on solutions-focused team player.
- Commitment to and understanding of harm reduction principles.
- Must be detail-oriented, possess excellent organizational skills, with the ability to prioritize, multi-task, and meet aggressive deadlines
- Ability and willingness to be hands-on and creatively solve problems as they arise
- Comfort and proficiency in current technology products that include, G Suite, Microsoft Suite, Zoom webinar software, Salesforce, and project management systems like Asana

SALARY RANGE: $50,000 - $60,000

SUPERVISORY RESPONSIBILITIES: n/a

REPORTS TO: Capacity Building and Community Development Manager

FLSA STATUS: Exempt

TRAVEL: Position requires moderate travel
TO APPLY: Please use the below link to apply online for the Program Administrative Coordinator position. The attachments should adhere to the following naming convention: “Lastname, Firstname_Cover Letter.” Only qualified applicants will be contacted for an interview. No phone calls or visits please.

People who currently use or have a history of substance use, sex workers, people of color, women, members of the LGBTQIA+ communities, and people living with HIV/AIDS and/or hepatitis C, or people who have experienced housing insecurity are strongly encouraged to apply. As an equal opportunity employer, Harm Reduction Coalition views the experiences associated with these identities as assets in this role and within our organization.

To submit your application, Click HERE (external link).

DEADLINE: February 21, 2020