



NORTH CAROLINA HARM REDUCTION PROGRAM COORDINATOR

Type: Contractor

Supervisor: Operations Director

Location: North Carolina, USA;

Timeline: Applications will be accepted beginning January 2nd, reviewed on a rolling basis, and accepted until the position is filled. Anticipated start date is January 30, 2023. This position is funded through the end of September.

Students for Sensible Drug Policy

SSDP is the nation's largest network of students dedicated to ending the War on Drugs. At its heart, SSDP is a grassroots organization, led by a youth-run Board of Directors. We create change by bringing young people together and creating safe spaces for students of all political and ideological stripes to have honest conversations about drugs and drug policy. Founded in 1998, SSDP comprises thousands of members at over 100 campuses across the country.

Mission statement

SSDP is a national grassroots network of students who are concerned about the impact drug misuse has on our communities, but who also know that the War on Drugs is failing our generation and our society. SSDP mobilizes and empowers young people to participate in the political process, pushing for sensible policies to achieve a safer and more just future, while fighting back against counterproductive Drug War policies, particularly those that directly harm students and youth.

Hiring and compensation policies

SSDP is an Equal Opportunity Employer. Women or non-binary people, people of color, and people with disabilities are encouraged to apply, particularly those who have been adversely affected by the War on Drugs. We understand that unraveling the harms of the War on Drugs requires us to engage in practices and adopt policies aligned with the values we seek to engender in the world. We do not conduct drug testing of candidates or employees.

Organizational management

SSDP uses Holacracy to define and organize domains, [roles](#), and accountabilities for staff. Work is conducted using the Getting Things Done time management system, and all staff capture their work in Asana, promoting a very high degree of transparency. Responsibility is distributed throughout the entire team and successful team members are driven, accountable self-managers who are open to constructive feedback, enjoy iterative processes, and embrace well-managed risk.

Core cultural values

- Efficiency
- Transparency
- Humility
- Optimism
- Inclusiveness
- Light-heartedness
- Diligence
- Objectivity
- Consistency
- Compassion

The Position

The North Carolina Youth Overdose Prevention Program Coordinator will oversee the Overdose Prevention Fellowship ("Fellowship"), which is a 6 month fellowship for students who have a passion for harm reduction and outreach to communities of color to reduce overdose and other negative impacts of a lack of support services and sensible drug policy in North Carolina. The program coordinator will be the on the ground contact for all 6 fellows who will be located across the state of North Carolina. The fellows will undergo harm reduction and community organizing best practices training before beginning outreach to underserved communities and planning policy and educational events.

The program coordinator will assist and empower the fellows to organize 2 in person networking events, 1 lobby day at the legislature in Raleigh and 6 support don't punish events on June 26th. Submission of opinion editorials or other media will also be part of the fellows overall portfolio.

Additional support staff will support the coordinator in developing the fellowships curriculum, promotional materials, and translate all public facing materials into Spanish.

Responsibilities

Fellowship Program Development

- Develops the Overdose Prevention Fellowship eligibility criteria and recruitment process alongside the Operations Director.
- In person outreach to colleges and university to identify potential fellowship applicants
- Reviews applications, identifies applicants to advance, conducts interviews, and supports the selection process
- Works alongside the Harm Reduction consultant to onboard fellows using the Overdose Prevention Curriculum

Direct Support for Fellows

Develops strong youth leaders and cultivates active, effective Overdose Prevention fellows:

- Responds to all new Fellowship applicants in a professional manner—within one business day of receipt
- Maintains contact with all fellows throughout the program.
- Provides assistance, advice, guidance, and support to fellows in the areas of chapter management, advocacy, event planning, leadership transition, etc.
- Documents outreach work through strict adherence to internal data standards, including maintaining organized and accurate data on established and interim SSDP chapters and Ambassadors
- Tracks and reports on fellow activities, including but not limited to maintaining notes on actions taken, events organized, connections made, etc.
- Continuously collects and records accurate membership data from chapters
- Keeps website content (as it relates to chapter data) up to date
- Records and reports work activities and progress to Supervisor

Facilitates communication among fellows:

- Hosts two statewide networking events for fellows
- Connects fellows with each other and to other entities that could aid in their development
- Assists with maintenance of relevant SSDP social media and email lists, as it relates to the Fellowship.
- Maintains and moderates channels of communication

Facilitates interaction with existing SSDP networks in NC:

- Connects fellows with existing SSDP Chapters and alumni
- Develop opportunities to include existing SSDP chapter members in Support don't punish and lobby day events
- Inform broader SSDP network of wins and challenges of fellows

Advocacy and Policy Development

- Supports policy analysis as assigned or in collaboration with state activists and allies
- Builds coalition with community-based allies to further relevant policy and advocacy goals; works with fellows to build coalition with allies and others representing communities most harmed by the War on Drugs
- Facilitates programs designed to strengthen the skills of fellows, provides opportunities for chapters to accomplish political and fundraising objectives, and advances SSDP's role and profile in advancing sensible drug policy

Communications

- Captures important audio and video for record keeping and public consumption
- Produces compelling and accurate content promoting the Fellowship and the work of the fellows
- Facilitates communication between fellows and other drug policy activists and reform organizations

- Suggests content for, and occasionally drafts, local press releases
- Effectively communicates with limited media and the public in an organized, clear, and concise manner
- Cultivates cooperative relationships with organizations and individuals working on Youth Overdose Prevention efforts to carry out the objectives of the Youth Overdose Prevention Fellowship.
- Prepare final program analysis that identifies strengths, challenges, and opportunities for improvement of overall program

Qualifications

Ideal candidates for this position have a passion for harm reduction and experience as a member of the SSDP network, are friendly, outgoing, energetic, accountable, communicative, and display a strong desire to work with students and youth to change drug policy.

Necessary skills and experience:

- Comfort and experience working on policy change at the state and municipal levels in North Carolina
- Comfort and experience building relationships with potential supporters of all ideological alignments
- Exceptional oral and written communication skills
- Comfort with extensive phone and video chat communication
- Demonstrated success in group leadership and coalition building
- Demonstrated willingness and ability to adhere to strict data and record keeping practices
- Proficiency in the use of the Google Apps for Business suite; strong ability to use and understand web-based programs

Terms of Contract

This is a contracted position Starting Feb 1st and ending Sep 31st. Some travel is required. Evening and weekend hours will frequently be required but are generally planned in advance.

Compensation and benefits

The compensation for this contract is \$2000 on the first of each month.

Application Process

Please submit a cover letter with your resume by email to jobs@ssdp.org. The resume and cover letter should be combined in a single PDF file and titled as follows: Last-First-Coordinator. Reference "Youth Overdose Prevention Coordinator" in the subject line.

Note: Only those candidates under consideration will be contacted.