**Job Description: Northern Nevada Harm Reduction Alliance**

**Position: Project Manager**, 20 hours per week 10/2024 - 09/2025, increase to 40 hours per week 10/2025 - 09/2026

*Please note that the Building Communities of Support project is funded through September 2026. Employment with NNHRA beyond that time is contingent on securing additional staff funding, which we will do everything in our power to achieve, but it is not guaranteed.*

**Logistical Requirements:** Reliable vehicle and availability on occasional evenings and weekends to attend and coordinate outreach events and/or meetings. This position is billable as an **independent contractor** (1099), and overtime is unavailable. Therefore, hours should never exceed 20 hours per week in year one and 40 hours per week in year two (unless hours are carried over from a previous week). While there is some flexibility, most work hours will occur in Reno, NV.

To learn more about the pay structure of 1099 contractors, follow [this link](https://www.deel.com/blog/getting-paid-1099-vs-w-2/) or [watch this video](https://www.youtube.com/watch?v=777yKosPlas).

**What We Offer:** NNHRA strives to live our vision and values through the work culture we create. This means establishing health equity and creating working conditions that allow staff to thrive and rejuvenate when needed. We are a new organization and may not always get it exactly right, but we offer…

* $35/hour
* Health insurance stipend for part-time staff at $200/month and full-time staff at $400/month
* Self-managed (unrestricted) PTO including vacation, menstrual & menopause leave, bereavement leave, gender-based violence leave, and sick time
* Budget for professional growth opportunities
* Mileage reimbursement and all equipment needed to do the job

**Location:** This position will work primarily in group settings with the Administrative Support, Outreach Navigator, and Advisory Council but offers flexibility for working from home. Must be located in Reno (or close by) with the ability to attend occasional meetings and events in surrounding areas.

**Application Deadline: November 1, 2024 at 5 PM PST**

**Desired Start Date: December 1, 2024**

**How to Apply: Email admin@nnvhra.org with your resume and a brief letter of interest by November 1, 2024 at 5pm PST.   
  
*Interviews will take place the week of November 4th and November 11th on Zoom. We will make every effort to accommodate candidates' schedules and needs in all parts of the hiring process. Let us know what you need!***

**Role:** The Project Manager is a new role at NNHRA under funding through the Building Communities of Support (BCOS) grant, funded by Washoe County Opioid Abatement and Recovery Funds (WOARF). In addition to overseeing the BCOS grant deliverables, this position works closely with the Outreach Navigator and Administrative Support to support BCOS activities, including implementing strategies to support harm reduction outreach in high-need areas to provide peer-led services for people who use stimulants and/or opioids. This role will ensure that staff, volunteers, partners, and participants are supported in program delivery and are expected to perform administrative and operating functions for the outreach team and syringe services program.

**NNHRA Overview:** The Northern Nevada Harm Reduction Alliance (NNHRA) is a nonprofit organization formed in 2022. We are the result of a collaboration between people with lived/living experience, harm reduction, treatment, outreach, public health practitioners, and researchers. Our purpose is to promote and foster respect, acceptance, and dignity for people who use drugs (PWUDs) and sex workers by recognizing the inherent worth and value of each individual person adding to the community essence; shifting the narrative community-wide.. To learn more about specific services, feel free to [review our ever-evolving website.](http://nnvhra.org)

**We think we might be a great fit for you if…**

* Working at a worker-self-directed nonprofit with collective decision-making sounds right up your alley.
* You love to work cooperatively with others.
* High degrees of self-motivation and resourcefulness are your superpowers.
* You enjoy developing systems and structures for new programs and projects.
* You are excited to work within anti-stigma, anti-racist, and anti-oppressive frameworks and engage in active learning around these topics.
* You find a community with people who use drugs and enjoy working closely with people one-on one.
* Leaning into the flexibility and messiness of organizing work is within your comfort zone.

**Primary Duties and Responsibilities:**

NNHRA is a relatively new and rapidly growing organization. These responsibilities are a basic framework but are ever-evolving to meet the needs of program participants, staff, and volunteers.

* Maintains a good knowledge and understanding of NNHRA’s mission, vision, and philosophy and always supports these tenets while conducting agency business.
* Develop, organize, and implement peer programming and activities in Northern Nevada following the organization's mission, goals, and strategic direction.
* Ensure supportive supervision and professional development of staff. Oversee staff workflow and work with the Administrative Support role for staff scheduling.
* Collaborate with the lived experience advisory committee and act as a liaison between the advisory committee and the NNHRA board.
* Provides monthly updates and progress reports to the NNHRA board, including staff needs or implementation challenges.
* Ensure timely communication and reporting to agency staff, volunteers, and community partners, including funding sources.
* Collaborate with community partners and maintain a good understanding of community relationships.
* Collaborates with the care team, including outreach navigators, administrative support, volunteers, and board members.
* Inform NNHRA staff about resources, available programs, and services, and assist with referrals to other agencies/community partners to ensure that participants have complete and unbiased access to various services and providers to meet their specific needs.
* Meet with participants in various settings, including camps, designated offices, and by phone as needed to provide services and support.
* Abide by regulations regarding reporting of abuse, neglect, exploitation, and fiduciary abuse to the NNHRA board.
* Maintain appropriate positive, professional interpersonal relationships with staff, peers, participants, and other stakeholders.
* Attend and participate in trainings as required, which may include:
* HIPAA, 42 CFR Part 2, and confidentiality
* Ethics
* Motivational Interviewing
* Harm Reduction
* Trauma Informed Care
* Outreach best practices
* Overdose Prevention, Recognition, and Reversal
* Peer Recovery Support Specialist or Community Health Worker
* De-escalation and conflict resolution
* Other duties as assigned.

**Requirements:**

As a fully peer-led organization, we center experiences before academic credentials. These qualifications are ideal for the position, but some are trainable as needed.

* Personal experience with homelessness, substance use, co-occurring disorders, sex work, or mental illness. And/or, relevant experience working or volunteering with harm reduction collectives or organizations.
* Knowledge of harm reduction philosophy and application, overall drug user health, and issues faced by communities most impacted by the racialized war on drugs, homelessness, and overdose. Familiarity with social movement messaging related to key issues.
* Demonstrated ability to work well with diverse populations, people from all different backgrounds and life experiences, with an understanding that effective harm reduction work requires a strong social justice approach
* Experience that demonstrates a strong desire to help others and views participant needs as a high priority.
* Knowledge or experience accessing local resources such as housing, medical, etc.
* Ability to prioritize accordingly, work independently and in teams, and manage multiple responsibilities while demonstrating a strong ability to communicate your needs.
* Highly detail-oriented, well-organized, and able to meet deadlines in accordance with grant requirements. Demonstrated skill in oral and written communication.
* High level of initiative with a willingness to learn and challenge oneself. Ability to collaborate, delegate, and ask for help. Willingness to identify growth areas and seek continued learning opportunities.
* Ability to assist with crisis intervention in emergency situations
* Competency in data management and computer applications, such as Excel and Google Sheets.
* Ability to work/volunteer with flexibility, including some evenings.
* Bilingual (English and Spanish), preferred but not required.
* Previous PRSS supervision experience or training preferred. Previous management experience preferred.

**Knowledge, Skills, and Abilities:** Oral and written communication skills, leadership and teambuilding, conflict resolution, effective staff management, planning and resource management, ability to work independently with minimal supervision, ability to manage time and competing priorities effectively, relationship building, and mentoring.

*The negative health outcomes that are often a byproduct of drug use disproportionately impact the most marginalized people in society — including people of color, people from working-class backgrounds, women/femmes, immigrants, sex workers, people with disabilities, and LGBTQI+ people. We believe that these communities must be centered in the work we do. Therefore, we strongly encourage applications from people within these groups or communities, and from people who have lived experiences being impacted by substance use.*

**REPORTING STRUCTURE:**

**Supervision Received:**  NNHRA board members

**Supervision Provided:**  Outreach navigators, administrative support staff, volunteers, advisory committee

**CONTACTS:**

**Internal:** All NNHRA staff, volunteers, board members

**External:** Community Partners

**EMPLOYEE ACKNOWLEDGEMENT:**

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Printed name Signature Date