



OPIOID TASK FORCE PROJECT ADMINISTRATIVE COORDINATOR

Job Description

The Opioid Task Force (Opioid Task Force), based in Franklin County and the North Quabbin Region of Western Massachusetts, is a 400 member cross-sector community collaboration made up of healthcare providers, court staff, elected officials, law enforcement, people in recovery, school staff, treatment providers, public health professionals and more. Formed in September 2013, the Opioid Task Force has been at the forefront of addressing the opioid crisis locally by facilitating collaborative efforts directed at prevention, intervention, treatment and recovery. Our mission is to ensure that public and private partners within the Franklin County and the North Quabbin Region work together to help reduce prescription opioid and heroin addiction, prevent overdose deaths, help more people get treatment to recover from opioid addiction, and improve the quality of life in our community.

To ensure the Opioid Task Force can be successful in its aims, it is seeking a Project Administrative Coordinator to support its efforts on a newly funded federal grant program to provide post-opioid overdose services in the region. This position works closely with the Opioid Task Force's Coordinator to oversee the work of this project, which will involve a variety of law enforcement, first responders, peer recovery coaches, community health workers, harm reduction counselors, and other entities across 30 municipalities.

Due to the extensive nature of the Opioid Task Force's work and its intention to be responsive to the needs of the community to address this urgent public health crisis, below are the responsibilities of the Project Administrative Coordinator, which may vary.

Responsibilities by Category

Project Meetings and Project Support

- Help staff and coordinate meetings, and take minutes for project committee and workgroup meetings.
- Provide report and presentation research for the project.
- Respond to e-mails, phone calls and in-person inquiries regarding the project.

Project Conferences and Event Planning and Support

- Work with Opioid Task Force coordinator and project members to plan and organize logistics for project related conferences and events. Example of tasks includes:
 - Manage attendee registration process, including set-up.
 - Assist with event exhibitors (e.g. resource tables), including the development of marketing materials, strong customer service leading up to the event with the public, and serving as the primary on-site point-of-contact.
 - Assist with production of conference materials, including design of even and conference materials, supply ordering, developing and printing materials, folder production, etc.
 - Arrange travel for members, presenters, and staff, as needed.
 - Provide on-site staff support at conference and meetings, as needed. Available to work evenings/weekends, if required.
 - Provide on-site AV tech support, as needed.
 - Other duties may be assigned, as needed.

Office Support

- Assist in the managing the day-to-day operations of the project. Example of tasks includes:
 - Retrieve and respond to voice and email as appropriate.
 - Organize and maintain electronic and hard copy files and records.
 - Order supplies, in accordance with budget specifications, to support project needs.
- Assist with developing or reviewing budgets, processing financial-related paperwork, including contracts, invoices, as needed.
- Other duties may be assigned, as needed.

Other Duties and Responsibilities

- Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishments and to provide evaluations of work performed.
- Manage special projects and conduct research.
- Participates in management and organizational meetings.
- Develops content and skill expertise by attending meetings and seminars germane to the position and the base of knowledge required for the job.
- Other substantive tasks may be assigned based on demonstrated abilities.

Qualifications

The ideal candidate will have a minimum of a Bachelor's degree in public health, public policy or a related field, plus at least 3 years of related experience in a professional setting.

- Ability to follow oral and written instructions.
- Ability to determine proper format and procedure for assembling items of information.
- Ability to manage multiple tasks and projects simultaneously.
- Has organizational astuteness and adept in managing processes.
- Skilled in change management and process/practice improvement. Supports innovation.
- Excellent organizational, communication and interpersonal skills are required.
- Ability to multi-task and keep track of key dates and deliverables.
- Thorough and detail-oriented. Ability to maintain accurate records.
- Possess strong and versatile speaking and writing skills, which include the ability to read, write and comprehend the English Language as well as the ability to use proper grammar, punctuation and spelling.
- Strong analytical skills, with the ability to synthesize information succinctly.
- Ability to maintain harmonious working relationships with others.
- Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
- Knowledge of clerical office practices and procedures including office record keeping, office correspondence control, the types and uses of office equipment and supplies and business letter preparation.
- Ability to adapt to varying work situations and to understand when issues should be escalated to management.
- Ability to prepare budgets, budget and other reports, analyze and determine the applicability of data, draw conclusions and to make appropriate recommendations.
- Ability to perform mathematical calculations using formulae to solve accounting problems.
- Experience in project management and/or program evaluation is highly desirable.
- Experience and sensitivity in working with diverse populations in a variety of community and organizational settings, including the ability to establish and maintain rapport with persons from different ethnic, cultural and/or economic backgrounds.
- Has the ability to work independently and as part of project teams.
- Excellent computer skills, including proficiency with Microsoft Word, Excel, PowerPoint, and social media required; experience with WordPress websites, QuickBooks, and Canva is a plus.
- Regular and predictable work attendance.

Salary Information

Shift: 20 hrs. per week

Salary: \$22,429.88 **Grade:** 12 **Step:** 2

Fringe Benefits: Full fringe benefit entitlements in accordance with MA State Personnel Policies

Position # TBD

This is a two-year grant funded position with the possibility of continued employment subject to additional grant funding. All candidates also have to complete the Franklin County Sheriff's Office Application for Employment, as well as other forms, and are subject to CORI checks.

Location of Employment

This position is located at the Franklin County Justice Center, 43 Hope Street, Greenfield, MA. The Opioid Task Force's office is located within the Court Service Center on the first floor. This is a shared office space. During the COVID-19 pandemic, this position will be a virtual position initially.

Ideal Start Date

Monday, May 3, 2021.

Deadline

Please submit a resume with a cover letter to Dottie Arnold, Program & Office Associate, the Opioid Task Force, by **Friday, April 16, 2021, by 5 PM** at dottie@opioidtaskforce.org.

Equal Opportunity Employment

The Commonwealth of Massachusetts provides equal opportunity in state employment to all persons. No person shall be denied equal access because of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or physical/mental disability.

The information contained within this job description is not intended to be an exhaustive list. It is descriptive and not restrictive in nature, therefore, nothing shall preclude the assignment of additional duties, qualifications, entrance requirements, etc., as determined by the Opioid Task Force in concert with the Franklin County Sheriff's Office.

The Franklin County Sheriff's Office does not sponsor employees.