



OPIOID TASK FORCE PROJECT & OFFICE ASSISTANT 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 has a Project and Office Assistant on its team. This position works closely with the Opioid Task Force's Coordinator to oversee the work of the Opioid Task Force's five working committees which are: Education & Prevention, Healthcare Solutions, Housing & Workforce Development, Public Safety & Justice, and Treatment & Recovery. The Opioid Task Force convenes a series of recovery-focused and other special events throughout the year in collaboration with peer recovery support organizations and other stakeholders. It also takes on special projects, in collaboration with entities that help impact the lives of individuals and family members in recovery and those reentering the community post incarceration, often due to a substance use disorder. Examples of these projects include but are not limited to research projects, community-based efforts such as toiletry drives, community listening forums, and trainings.

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 and Assistant, which may vary.

Responsibilities by Category

Committee Meetings and Program Support

- Help staff and coordinate meetings, and take minutes for Opioid Task Force committees and workgroups. Communicate with Committee Co-Chairs, and other partners as needed, in collaboration with the Opioid Task Force Coordinator.
- Provide report and presentation research for identified Opioid Task Force initiatives that emerge from the Opioid Task Force's committees and workgroup efforts.
- Respond to e-mails, phone calls and in-person inquiries regarding Opioid Task Force committees and partner initiatives, and other general questions.

Conferences and Event Planning and Support

- Work with Opioid Task Force staff and committee members to plan and organize logistics for Opioid Task Force 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

- Managing the day-to-day operations of the office. Example of tasks includes:
 - Serve as the main point person for communications with the public about the Opioid Task Force's role and responsibilities within the community.
 - Interface with building management, as needed. Upgrade and price out office technology (internet, phone, cloud, email), as needed.
 - Retrieve and distribute mail daily, including postal mail, email, and voicemail. Respond to inquiries directly as appropriate.
 - Organize and maintain files and records.
 - Seek input from the staff as to needs related to office operations and fulfill them.
 - Order supplies, in accordance with budget specifications, to support staff needs.

- Assist with processing financial-related paperwork, including contracts, invoices, as needed.
- Ensure that the office is well-maintained and orderly, both in appearance and functionality.
- Other duties may be assigned, as needed.

Community Outreach

- Act as a connector among and between individuals and entities committed to addressing substance use disorders, mental health disorders or co-occurring disorders.
- Represent the Opioid Task Force at a variety of Franklin County/North Quabbin and regional standing meetings, as needed.
- Attend trainings and conferences, as needed, to identify best practices for the Opioid Task Force's committee efforts.

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 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.
- Thorough and detail-oriented and possess strong and versatile speaking and writing skills.
- Strong analytical skills, with the ability to synthesize information succinctly.
- 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.

- Has the ability to work independently and as part of project teams.
- Excellent computer skills, including proficiency with Microsoft Word, QuickBooks, Excel, PowerPoint, and social media required (e.g. Facebook, Twitter, Instagram); experience with WordPress websites is a big plus.

Hours and Compensation

This is a 20-hour per week benefited position at Grade 15 with a salary range of \$28,000 - \$30,000. This position has the potential to become a 37.5 hour per week position with benefits. The Opioid Task Force's Project and Office Assistant is considered an employee of the Commonwealth of Massachusetts within the Franklin County Sheriff's Department and is supervised by the Opioid Task Force's Coordinator.

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.

Deadline

Please submit a resume, cover letter, and completed job application, to Tess Jurgensen, Program Associate, Marketing and Operations, Opioid Task Force, Franklin County Justice Center, 43 Hope Street, Room 1705, Greenfield, MA 01301 at tess@opioidtaskforce.org, by **Friday, March 15, 2019, 5 PM.**

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.