Part-Time Overdose Prevention Specialist
Job Description

Reports to:	Overdose Prevention Specialist	**Last Updated:**	September, 2026

JOB SUMMARY:

This position is responsible for implementing activities within the overdose prevention program, and supporting program partnerships. The position hosts naloxone trainings, distributes program resources, monitors and communicates overdose prevention supply needs. Some evenings and weekends required, dependent on event and training schedules.

PERFORMANCE DIMENSIONS & KEY PERFORMANCE INDICATORS (KPI)

Specific KPI's Critical to the Success of Position:

1. Hosts regular naloxone trainings as assigned
2. Accurately tracks program activities, including trainings delivered, supplies distributed, and other metrics.
3. Supports program operations and community outreach efforts as assigned.

ESSENTIAL FUNCTIONS:

Title: Overdose Prevention Specialist	FLSA: non-exempt / hourly

COMMUNITY RELATIONS, EVENTS, AND OUTREACH

- Serves as a point of contact for the Overdose Prevention Program in collaboration with the Program Director and other team members.
- Support outreach and maintain relationships with partner organizations, government entities, and community stakeholders.
- Deliver trainings and program resources as assigned
- Correspond with individuals and network partners on event/training coordination
- Represent the program in community, promoting awareness of services and resources through attending outreach events as assigned (some evenings and weekends required).

OVERDOSE PREVENTION SUPPLIES AND MATERIALS

- Prepare supplies for trainings and events, and reports supply needs to supervisor
- Assist with organizing and maintaining supply/training material areas
- Fulfilling supply requests from individuals and partner agencies, including the processing of shipped quantities.
- Assist other team members with administrative tasks that may include preparing presentations and resource materials, etc.

PROGRAM DEVELOPMENT AND SUSTAINABILITY

- Accurately track and quantify program outcomes using assigned systems.
- Contribute to reporting requirements for organization's leadership, donors, staff, and grantors.
- Collect/monitor program feedback

TRAINING

- Provide orientation and ongoing support for Community Naloxone Trainers
- Work with the Director of Overdose Prevention to ensure training materials are accurate, updated and accessible.
- Provide compassionate, adaptive overdose prevention training appropriate for audiences with diverse educational, professional, and cultural backgrounds.

GENERAL MANAGEMENT AND ORGANIZATION

- Work with staff to keep schedules, data, documents, and filing systems organized and current.

NON ESSENTIAL FUNCTIONS:

- Participate actively as an agency representative in collaborative partner networks and in related community activities.
- Support tabling efforts and outreach as requested.
- Support volunteer activity within the ODP program
- Collaborate with the ODP team to monitor state and national trends and statistics, e.g. overdose deaths, overdose reversals, contaminant trends, etc.
- Other duties as assigned.

QUALIFICATIONS:

Levels	
Minimum Qualifications	● Experience using digital systems to accurately document program activities and contact records. ● Experience maintaining organized and timely communication and scheduling. ● Experience with Microsoft Office and Google Suite ● Must have reliable transportation and be able to travel and work outside of standard business hours to provide naloxone trainings ● High School or GED
Preferred Qualifications	● Lived experience or professional background in harm reduction, treatment, prevention, or recovery. ● Personal connection to the mission and vision of the Steve Rummler HOPE Network ● Bachelor's degree in social sciences, communication or related field. ● Valid Driver's License preferred. ● Prior training or community education experience.

ENVIRONMENT and COGNITIVE / PHYSICAL DEMANDS	
● Strong organizational skills and attention to detail. ● Effective verbal and written communication skills, including phone, email, presentations, and active listening ● Solid math and analytical skills ● Strong collaborative work ethic	● Ability to travel, sit for extended periods, and lift/carry training materials and office supplies as needed ● Computer literacy ● Public speaking
