



Job Description: Community Outreach Specialist

The Organization

The mission of the Pennsylvania Harm Reduction Coalition is to promote the health, dignity, and human rights of individuals who use drugs and communities impacted by drug use. Recognizing that social inequity, criminalization, and stigma silence those affected most, we advocate for policies that improve the quality of life for people who use drugs, people in recovery, and their communities.

PAHRC is dedicated to advocating for, and with, individuals who are currently using substances to receive evidence-based care and comprehensive services. Our current goals are to expand access to sterile injection equipment, naloxone, and other harm reduction-oriented services throughout the Commonwealth of Pennsylvania. We welcome anyone who is interested in promoting evidence-based and humane responses to substance use to join us!

The Opportunity

Since our inception, PAHRC has worked on improving drug policy and reducing the widespread destruction the overdose epidemic has had in Pennsylvania. People who use drugs are a population at risk, and frequently interact with law enforcement. PAHRC has partnered with the Pennsylvania Sheriffs Association to develop and launch a training series aimed at educating the law enforcement community on effective public health responses to the overdose crisis, and to demystify people who use drugs.

The Community Outreach Specialist will support this effort and be involved in organizational activities that delivers our message and mission to important communities — including sheriffs, municipal police officers, probation, parole, correctional staff, and other criminal justice professionals. The ideal candidate will thrive in a startup environment, and support other PAHRC activities — including but not limited to advocacy efforts, community organizing, and other activities. Please note that this is a remote position and candidate will need to reside in Pennsylvania.

SUPERVISION

The Outreach Specialist reports to the Outreach Coordinator

RESPONSIBILITIES

- Maintains regular, supportive contact with coalition members, building a diverse group of participants through targeted outreach and networking, tailoring activities to engage them best.
- Plans and schedules multiple impactful and inclusive community outreach activities, often in collaboration with other internal teams
- Collect and record stories about criminal justice involvement that can be helpful to campaigns and the media.
- Collection of data on criminal justice interventions in Pennsylvania
- Maintain database by updating contacts and thinking strategically about list development



- Designs and develops social media and other communications material for campaign events
- Conducting research
- Developing project-specific materials, including but not limited to PowerPoint presentations, fact sheets or evaluation projects, on an as-needed basis
- Schedule internal and external meetings for PAHRC Staff and other entities
- Drafting and sending email alerts through an online platform
- Note taking and identifying next steps at meetings
- Provides logistical and administrative support to PAHRC and its board to meet project goals and deadlines, identify and cultivate new funding sources, and identify ways to keep stakeholders motivated and engaged.
- Coordinating meeting and conference call logistics
- Assisting grant reporting - Creates and/or assist with a wide range of written materials including grant proposals and reports, outreach tools and easy to understand one-pagers
- Designs and develops social media and other communications material for campaign events
- Provide logistical support for PAHRC activities
- Monitor stakeholder activity and propose strategies for ongoing engagement via CRM
- Partner with the Executive Director to participate in local and national conferences
- Support PAHRCs regulatory advocacy plan and public communications strategies for social justice
- Other duties, as assigned

COMPETENCIES

- A bachelor's degree or equivalent professional work experience in a related field or position
- Commitment to social justice and experience in social change activism such as internships in community-based organizations
- Well organized and strategic with the ability to manage multiple priorities with poise and professionalism;
- Ability to write and converse proficiently in English; knowledge of and/or ability to speak or understand Spanish and/or other languages is highly preferred;
- Familiarity with public health and social justice theories
- Excellent written and oral communication skills, including the ability to convey complex information in a clear, culturally competent and understandable manner;
- Strong public speaking skills, both in front of large groups and on an individual basis;
- Ability to work independently and in a team environment;
- Ability to work well with diverse groups

Applicants should submit a resume and cover letter summarizing their interest in and qualifications for the position to Devin@paharmreduction.org Please put "Community Outreach Specialist" in the subject line.

We strongly encourage people with lived experience of substance use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C to apply