



Overdose Lifeline (ODL) is currently seeking a highly organized and detail-oriented individual to join the Overdose Lifeline Harm Reduction Team.

Overdose Lifeline (ODL) is an Indianapolis-based nonprofit serving the State of Indiana with programs used across the nation. ODL addresses the chronic disease of substance use disorder and the opioid public health crisis.

### **Position Overview**

This position will be responsible for providing support to the Overdose Lifeline harm reduction program. This role is focused on the public health policies of harm reduction and substance use disorder/opioid use disorder. A key element of this position is eliminating the barriers for individuals, organizations, and first responders to receive naloxone, an opiate overdose antidote.

### **Responsibilities**

This position requires the ideal candidate to have a proven track-record of success in program planning, building effective community collaborations and relationships with key stakeholders. Detail-oriented and able to manage multiple assignments at one time and meet deadlines. Flexibility and adaptability adjusting to changing needs. In addition, the ideal candidate should possess an interest in substance use disorders and reducing the harms associated with substance use.

This position will support the Overdose Lifeline harm reduction team which includes but is not limited to the following tasks:

- Obtaining a comprehensive understanding of harm reduction and overdose prevention resources and approaches.
- Strategizing key areas where access to naloxone (overdose reversal drug) would be beneficial and communicating with local partners to determine placement of access.
- Tracking communications with local partners including phone, email, and follow-up communications.
- Collect and organize reports to understand where more resources are needed.
- Collect and organize distribution reports. Analyze for key demographic information where appropriate (gender, race, age, or just zip code).
- Coordinate volunteer events that support the harm reduction team.
- Support the harm reduction team in naloxone distribution when necessary
- Knowledge of Microsoft Office.

**Skills and Qualifications**

Bachelor's Degree required. Preference for degree in Social Work, Psychology, Counseling, or a similar field. Detail-oriented and able to manage multiple assignments at once and meet deadlines. Strong interpersonal skills and ability to communicate effectively. Flexibility and adaptability adjusting to changing needs. To perform this job successfully, an individual must be able to collaborate and effectively communicate with ODL staff and other agencies. This position will also assist the Executive Director with other Overdose Lifeline programs as required including the annual Golf Outing, Overdose Awareness Day, etc.

**APPLICATION PROCESS**

Email resume, cover letter summarizing interests & qualifications, and two writing samples to [justin@overdoselifeline.org](mailto:justin@overdoselifeline.org)