

## **Harm Reduction Ohio: Naloxone Distribution Manager**

The Naloxone Distribution Manager shall oversee and coordinate the operation of Harm Reduction Ohio's naloxone distribution program.

Duties shall include:

- Packaging and mailing naloxone to people who place online orders.
- Packaging and mailing bulk naloxone orders to lay distributors.
- Packaging and mailing other materials to HRO partners and clients.
- Managing inventory to ensure needed supplies are available.
- Overseeing the Naloxone Distribution Specialist.
- Cross-training the Distribution Specialist to fulfill Manager duties when needed.
- Preparing a weekly report on naloxone volume, shipments and inventory for the HRO Administrator and President.
- Creating and uploading reports needed to fulfill grants, including to the Ohio Department of Health Grant Management Information (GMIS) system.
- Attending meetings and serving on committees related to HRO's naloxone grants.
- Explaining HRO's naloxone program to health departments, elected officials, journalists, citizen groups, service organizations and potential lay distributors.
- Preparing and updating policies and procedures on the program's operation.
- Fulfilling other tasks that may be needed to ensure the naloxone distribution program operates in an efficient, sustainable, timely manner.
- Other duties as assigned.

**Hours:** 30 to 40 hours per week.

**Pay:** \$12 to \$18 per hour.

**Benefits:** 5% Paid Time Off for every hour worked

**Reports to:** HRO Administrator.

All qualified applicants are encouraged to apply, regardless of education level or criminal history. We welcome applications from people of color, people with disabilities and people from the LGBTQ community. We value people with lived or shared experience related to drugs, sex work, social justice and our mission.

**How to apply:** Please email [apply@harmreductionohio.org](mailto:apply@harmreductionohio.org):

- your resume.
- two or more references.
- a brief explanation of your background and why the job interests you.