

HARM REDUCTION OHIO

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Job Opening: Office Administrator

Harm Reduction Ohio (HRO) needs a well-organized, efficient person to bring order to a fast-paced workplace. HRO is a non-profit organization that works statewide in Ohio to:

- reduce overdose death.
- end criminalization and stigmatization of people who use drugs.
- implement public health approaches to problematic drug use.
- improve the overall health and welfare of people who use drugs.

HRO is Ohio's largest distributor of the opioid overdose-reversing drug naloxone: 9,000 kits (with two doses each) in the first six months of 2020. We are a Project DAWN site and the only licensed lay distributor of naloxone in Ohio.

HRO also holds conferences, works for policy changes, promotes syringe service programs (i.e., needle exchanges), conducts trainings, analyzes data and publishes original research. We also support and engage in outreach to stigmatized populations (such as people who are homeless or engaged in sex work). We have a dozen HRO county chapters.

An understanding of harm reduction is helpful but expertise is not needed. The job requires attention to detail and a strong ability to excellent organize. We need someone to bring order to the administrative side of an organization that has grown quickly. Tasks include:

- overseeing payroll for our small staff.
- tracking spending and income, paying bills and preparing budgets.
- helping apply for and comply with grants.
- managing our lists of volunteers-contacts-partners.
- representing HRO in meetings with partners and the public.
- organizing financial information to prepare for a financial audit in 2021.
- planning meetings and conferences.
- organizing and attending board of director meetings.
- helping with fundraising, merchandise sales and social media.
- other duties as assigned.

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The Office Administrator will work closely with HRO's small staff, as well as volunteers, partners, contractors and board members. The job is based in HRO's main office above a coffee shop in Granville, Ohio, located 20 miles east of Columbus.

Note: Working in HRO's office is preferred, to the extent possible, especially at the start. However, some work can be done online, especially during COVID-19, for those with reliable Internet access.

Hours: Fifteen to thirty-five hours per week. (Schedule is flexible.)

Pay: \$14 - \$20 per hour, depending on experience.

Benefits: 5% Paid Time Off accrued for every hour worked.

Reports to: HRO President Dennis Cauchon

Unfortunately, the job does not come with health insurance.

All qualified applicants are encouraged to apply, regardless of education level or criminal history. We especially 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 provide:

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

Email applications to dennis@harmreductionohio.org OR mail information to Dennis Cauchon, Harm Reduction Ohio, 935 River Rd, Suite G., Granville, OH 43023.

Or apply via Facebook: https://www.facebook.com/job_opening/1437943799748689

Applications accepted through Friday, August 21, 2020.