



## POSITION DESCRIPTION

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| <b>Job Title:</b>     | Assistant Director of SAFE Campuses, Professional Development Programs |
| <b>Position Type:</b> | Full-Time, Salaried  |
| <b>Location:</b>      | Remote   |
| <b>Salary Range:</b>  | \$70,000 - \$80,000, commensurate with experience                      |

Stop the Addiction Fatality Epidemic (SAFE) Project is a national 501(c)(3) nonprofit working through a collaborative, multi-pronged, and non-partisan approach to end the nation's catastrophic addiction epidemic.

Every year, over 100,000 Americans die of an overdose. With stigma remaining as the #1 barrier for people seeking help, SAFE Project is on a mission to inspire action, create change, and ultimately, save lives.

SAFE Project is seeking a dynamic professional to serve as the Assistant Director of SAFE Campuses, Professional Development Programs. The SAFE Campuses team provides developmental assistance to support the needs of students, staff, and faculty seeking to address gaps in the continuum of care, particularly around substance use. To date, this small team has impacted over 500 institutions of higher education across the United States.

The Assistant Director of Professional Development Programs is responsible for managing, implementing, and growing a portfolio of innovative professional development programs focusing directly on higher education administrators, faculty and staff, including an established summer learning collaborative and ongoing technical assistance relationships across the nation. Key duties will include strategic planning, relationship development, partner/project recruitment, program design and evaluation, and the professional development and advising of stakeholders throughout the collegiate alcohol and other drugs field.

### Position Overview

Under the supervision of the Senior Director of SAFE Campuses, the Assistant Director, Professional Development Programs will collaborate with various campus staff, administrators, and stakeholders to impact change for individuals affected by the addiction and overdose epidemic. Additionally, they will serve as the primary point of contact for SAFE Project's Summer Series program, an annual 8-week professional development and strategic planning program for collegiate wellness professionals.

### Primary Responsibilities

- Identify, support, and develop best practices among collegiate recovery, prevention, harm reduction, and treatment.
- Manage and complete contracted technical assistance projects.
- Pursue, establish, and maintain technical assistance/consulting/advising relationships with collegiate and higher-ed adjacent professionals across the nation.



- Maintain and expand SAFE Campuses professional network through regular communication with stakeholders, subject matter experts, and support recipients.
- Recruit, develop and maintain virtual training program, co-deliver 8 weeks of educational content, run course, evaluate program impacts.
- Design, manage, and deliver additional collegiate professional-centered educational content and training as needed regarding emerging and existing live-saving and recovery-supportive practices in higher education.
- In coordination with the Senior Director of SAFE Campuses, track, evaluate, and report program impact.
- Perform other duties and responsibilities as assigned or directed by the Senior Director of SAFE Campuses and the Executive Director. This may include attendance of and participation in required training for the role.

### **Primary Qualifications**

- Master's degree or Bachelor's degree and 3-5 years equivalent relevant experience.
- Proven experience in project or program development, including evaluation and assessment.
- Demonstrated familiarity with higher education systems and collegiate bureaucracies.
- Genuine interest in developing adult learners and professionals through impactful programming and guidance.
- Strong technological skills - Google Suite, Canva/Illustrator, Learning Management Systems, EventBrite.
- Familiarity and/or personal experience with principles of behavioral health, harm reduction, and addiction recovery.
- A dedication to dismantling the stigma of substance use and substance use disorder.
- Commitment to promoting diversity, equity, and inclusion within higher education.
- Ability to travel domestically with overnight stays (less than 10%).

### **Preferred Qualifications**

- Prior experience in human development, higher education, student programming, or other higher educational settings is preferred.
- Experience championing process improvement initiatives and ensuring they meet campus financial and programmatic needs.
- Expertise in inclusive substance use and recovery practices.
- Strong attention to detail.
- Excellent interpersonal and communication skills.
- Ability to plan around multiple priorities and meet tight deadlines.
- A team player with a demonstrated ability to work well on a small, highly collaborative team with a national scope.
- Ability to succeed with minimal direction.
- Experience in training, facilitation, and public speaking.

We are a purpose-driven organization that is responsive to the immediacy of this crisis. As a staff, we are diverse in experience and perspectives, but we share similar values of inclusivity, collaboration, flexibility,



and innovation. The ideal candidate is mission-oriented, a self-starter, and critical thinker who is able to influence change and remain adaptable to dynamic circumstances and environments. Some overnight travel may be required and is estimated to occur approximately 3-4 times per year.

SAFE Project recognizes the impact that poverty, racism, trauma, discrimination, and other social inequities has had on the addiction fatality crisis. As an organization, we believe the solutions to these crises will come from working alongside those most impacted. As such, we encourage applications from members of the recovery movement, historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, justice-involved and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

Interested candidates should send their resume and cover letter to [careers@safeproject.us](mailto:careers@safeproject.us).