



Director of Services

POSITION OVERVIEW

The Texas Harm Reduction Alliance seeks a Director of Services to lead and manage the Austin-based harm reduction services. As a member of the THRA leadership team, this position will oversee every aspect of THRA's service delivery efforts in Austin. Strong candidates will align with the organization's core values, including racial justice and anti-racism and an understanding and commitment to the [principles of harm reduction](#). Candidates with personal experience of substance use, incarceration, sex work, homelessness, or otherwise being targeted by the war on drugs or anti-sex worker policies are highly encouraged to apply.

ESSENTIAL FUNCTIONS

- **Provide high quality harm reduction services**
 - Manage all aspects of the program including hiring, training and supervising staff, overseeing operations management and building community relationships
 - Establish and uphold excellent program standards for staff and participants that are driven by harm reduction and anti-racist values
 - Provide direct supervision, regular check-ins and lead team meetings
 - Support outreach, mobile clinic services and drop-in center efforts through hands-on participation in program activities
 - Supervise referrals, linkages to treatment, etc. conducted by staff and volunteers to ensure warm hand-offs
 - Oversee volunteer recruitment, retention and management
 - Oversee inventory and supply ordering, and service-related data collection
 - Evaluate the services for continual program enhancement
- **Ensure timely grant management and reporting**
 - Manage UT Health San Antonio and Austin Public Health grant contracts, and any additional services grants
 - Serve as primary point of contact for grantors, contract managers, subcontractors, and community partners and build positive relationships with funders
 - Submit all required financial, data and narrative reports on time
- **Demonstrate harm reduction leadership**
 - Build new partnerships to increase the number of people receiving harm reduction-based services at THRA, with an emphasis on reaching BIPOC and LGBTQ communities and others that are historically underserved



- Lead regular harm reduction coordination meetings with outreach partners in Austin
- Participate in THRA-led organizing and advocacy efforts, including statewide alliance meetings and calls
- Participate in workgroups, task forces, and other community-wide initiatives as appropriate
- Provide testimony at the local and state level on harm reduction related legislation
- Represent THRA in media interviews on issues related to harm reduction and THRA services
- **Engage in strategic planning and program development**
 - Participate in organization wide strategic planning efforts, leading services program strategic planning efforts
 - Work with THRA staff to build new programming areas, including integrating the mobile clinic into outreach efforts, expanded outreach and drop-in center hours
- **Fundraise and write grants**
 - Help identify new and diverse funding sources, support the preparation of grant applications as needed, including writing proposal narratives and preparing budgets
 - Support organizational fundraising efforts

JOB QUALIFICATIONS

- Minimum five years of experience coordinating a harm reduction or outreach program
- Minimum two years of staff supervision, preferably of outreach staff and/or recovery coaches
- Strong contract management and program data reporting skills
- Demonstrated strength in providing clear and efficient communications, ability to communicate effectively both verbally and in written form, internally & externally
- High attention to detail and organizational skills
- Technologically savvy with proficiency using Google drive and Microsoft Office
- Ability to work in an independent capacity
- Ability to work effectively with diverse staff and participants
- Ability to manage multiple tasks simultaneously; ability to plan, organize and control large amounts of work, ability to work independently with little or no supervision.
- Ability to maintain the utmost confidentiality and ethical standards
- Ability to work under deadlines, multiple interruptions, high volume and stressful times



Strong Applicants also have:

- Financial management skills and/or QuickBooks proficiency
- Experience with media and public communications including social media
- Experience with organizing, advocacy and/or policy
- Bilingual: Spanish/English

More about the job:

This full-time, salaried position will be located in our Austin, Texas, office, at 1909 E. 38th 1/2 St. Salary range for this position is \$75,000 - \$90,000 per year, based on experience, with benefits including health, dental, vision, retirement, paid time off and holidays. This position reports to the Executive Director.

More about the organization:

The Texas Harm Reduction Alliance (THRA) emerged in early 2019 in response to unprecedented opioid overdose rates and apparent statewide need for harm reduction policy advocacy, education, and capacity-building for direct services with people impacted by substance use, overdose, HIV, hepatitis, and sex work. THRA is a resource for all community sectors and organizations seeking evidence-informed pathways to improvement of conditions and outcomes related to drug use and related activity. We operate a direct services program in the Austin area that provides overdose prevention education, naloxone, and linkage to same-day medicine-based treatment for opioid use disorders.

Texas Harm Reduction Alliance is an equal opportunity employer and does not to discriminate in employing staff, or selection of volunteers, on the basis of race, creed, religion, color, national origin, citizenship, sex, age, disability, marital status, sexual orientation, gender identity, justice involvement or conviction, veteran status, financial status or HIV status.

How to Apply:

Please send to cgraziani@harmreductiontx.org with "Director of Services" in subject line, in (.doc) or (.pdf) format:

- Letter of introduction including your commitment to the core harm reduction principles referenced above, and emphasizing skills related to the above job description
- Current resume/vitae