

PROGRAM MANAGER - OPIOID & STIMULANT FAITH RESPONSE OUTREACH

The Program Manager develops and implements the Opioid & Stimulant Faith Response Outreach Program of the Oklahoma Faith Network (OFN). The Program Manager will enrich the experiences of the Oklahoma Faith Network community by integrating faith communities across the mission field of OFN alongside this prevention program. This individual will be integral to the organization's efforts to drive engagement within diverse faith communities as well as the community-at-large, and will serve as the driving force of the programmatic developments of opioid and stimulant primary prevention work of OFN. This individual will also collaborate with and support other prevention and mission-aligned programs of the Oklahoma Faith Network as needed.

Reporting/Relationships:

The position currently reports to the Executive Director, but will eventually report to the Director of Programs.

Hours/Salary/Benefits:

The position is full-time, requiring flexible hours, including occasional evenings. Salary is commensurate with experience. Vacation, sick pay, and paid holidays are included as benefits.

This position is hybrid, with an expectation to be out in the community at least 50% of the time, virtual 30% of the time and in office* 20% of the time.

**There is an in-office requirement to work at least one day a week at the ODMHSAS office and come into the OFN offices for at least 2-4 hours each week.*

A range of \$45,000-\$55,000 will be offered as a starting salary.

Job Requirements

45%: Faith Community & Organizational Outreach

- Assumes primary responsibility for the outreach initiatives outlined in the ODMHSAS Statement of Work, including one-on-one faith community meetings (once per month minimally), community events, and dissemination of resource materials including disposal bags, lockboxes, and (when available/necessary) NARCAN to faith communities.
- Updating the Opioid/Stimulant Faith Response Outreach quarterly newsletter and provide (alongside other materials) to faith communities; Responsible for other related content for the OFN e-newsletter, social media, etc.
- Increases opportunity for earned media through external marketing campaigns (providing materials/language to external partners for sharing/dissemination).
- Leads the opioid/stimulant faith response outreach coalition by scheduling and leading monthly meetings and activating the coalition to support the mission of this program for OFN; sharing the Statement of Work (SOW) with the group to identify where the coalition can contribute; providing assessments of the coalition quarterly.
- Reviewing any Opioid and Stimulant Faith Response assessments that are filled out by faith communities and following up to help them start prevention ministries.
- Implement a minimum of four trainings for faith communities on a topic related to Opioid/Stimulant prevention annually, two of which are required to be done in collaboration with partner organizations.
- Assess quality improvement measures across programs and make developments as needed.
- Attend events related to prevention as a representative of the Oklahoma Faith Network team as requested.

- Increase visibility and viability of OFN through creative engagement and public relations.
- Build and strengthen partnerships within the community.

20%: Grant Reporting

- Provide detailed data from activities on a weekly/monthly basis under Faith Community and Organizational Outreach as part of the Statement of Work (SOW) in the internal reporting database of OFN.
- Learn and utilize the ODMHSAS PRS Reporting system for benchmarks and monthly reporting to input data as needed.

15%: Micro-Grants Coordination

- Review and create grant requirements, reporting, and deadlines to provide each year for the micro-grant program alongside Executive Director.
- Review Letters of Intent (LOI) from houses of worship or faith-based ministries who are interested in applying for grant funds and provide feedback.
- Review applications and help make final determinations of grant awards alongside the Executive Director and Director of Programs.
- Check in with current grantees (at least twice annually).
- Provide an end-of-year summary of the grant year to ODMHSAS.

15%: ODMHSAS Partnership & Collaboration

- Prioritize work with the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) through connecting the state's faith communities with resources to combat the opioid epidemic in the state.
- Plan to work at least one day per week at the ODMHSAS offices to be available and collaborate with the prevention team.

- Attend monthly meetings (in-person or virtually) with the assigned field representative of ODMHSAS for OFN.
- Attend required trainings (bi-monthly or quarterly) by ODMHSAS and any other trainings that may increase knowledge or enhance the program offerings.

5%: General Projects, Events, and Administrative Support

- Attend weekly in-person staff meetings.
- Provide support toward other OFN-sponsored events and programming.
- Other duties as assigned.

Key Competencies Required

- Collaborative; Strong Team Member
- Personable; builds and maintains relationships
- Ability to engage with and relate positively to diverse audiences
- Manages time well; ability to multi-task
- Strong project management skills
- Uses data to inform the creation of, and report on, programmatic strategies
- Clear thinker and communicator
- Effective presenter
- Poised and resilient
- Flexible
- Passion for community service
- Competency in Zoom, Canva, Dropbox and Google Workspace

Qualifications

- *Required:* 2-4 years directly-related, transferable experience. Some experience working with the opioid epidemic in the state of Oklahoma OR experience working in curriculum-based, evidence-based primary prevention services/programs a plus!
- Possess proficiency with Microsoft Office Suite productivity software, including Word, Excel, PowerPoint, and Publisher.
- Have a working knowledge of website content management, social media tools, and other web-based communication platforms.
- *Preferred:* Bachelor's Degree in Human Services/Public Health or related field plus two years of transferable experience AND exceptional experience working with the opioid epidemic in the state of Oklahoma. Experience working in curriculum-based, evidence-based primary prevention services/programs a plus!

Interested applications may submit a cover letter and resume (to include 2 professional references) to:

The Rev. Dr. Shannon Fleck

Executive Director, OFN

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