

**HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)  
NATIONAL HIDTA ASSISTANCE CENTER (NHAC)**

**Contract Opportunity**

**Location:** At one of the HIDTA locations within the Continental U.S.

**Position:** Overdose Response Strategy HIDTA National Coordinator

**Closing Date:** December 10, 2021

The National HIDTA Assistance Center (NHAC) is seeking a qualified candidate for the position of Overdose Response Strategy HIDTA National Coordinator. This position is a grant-funded position contingent upon annual HIDTA funding from the Office of National Drug Control Policy (ONDCP). This position will be responsible to the Overdose Response Strategy Committee. This position will reside in one of the HIDTA state offices.

**Position Summary:**

The mission of the Overdose Response Strategy (ORS) is to help communities reduce fatal and non-fatal drug overdoses by connecting public health and public safety agencies, sharing information, and supporting evidence-based interventions. The candidate must be capable of coordinating with public health and public safety on a national level and provide support to ORS state teams in this area. The candidate must have strong critical thinking skills and be proficient in facilitating cooperation and coordination with the various state teams. A proficient level of written and verbal communication skills, strong decision-making ability, and attention to detail are equally important. This candidate must be exceedingly well organized and flexible. The ability to interact with other specialists and partners in a fast-paced environment, sometimes under pressure, while remaining proactive, resourceful, and efficient, with a high level of professionalism, team player mentality, and confidentiality, is crucial.

**Essential Duties and Responsibilities:**

- Serve as staff coordinator for the co-chairs and members of the ORS Committee.
- Coordinate responses to questions and issues raised to the Committee.
- Ensure appropriate coordination and clearance with the committee of ORS materials.
- Provide necessary day to day coordination of ORS program activities with the HIDTAs, CDC, the CDC Foundation and State and local partners.
- Coordinate with the National HIDTA Program Office on requests for information (OMB, GAO, ONDCP).
- Build Partnerships with the ORS PHA/DIO Teams and public health leads to develop and implement overdose response strategies within states and across the region and identify new opportunities for collaboration.
- In coordination with ORS public health team leads, oversee the implementation, and conduct of information exchanges among the ORS teams, the HIDTAs and ORS to identify drug trends and new drug threats across the ORS and beyond in collaboration with HIDTA National Programs and ONDCP Public Safety/Public Health efforts.
- In collaboration with Public Health leads, oversee development of joint work plans, logic models and evaluation tools and assist HIDTAs with ORS PMP reporting as program completes expansion.
- Draft, review and provide thoughtful feedback on all ORS reports, documents, and projects.
- With the Public Safety Policy Analyst conduct regular check-ins with DIOs and provide briefings to the Executive Committee and the ORS administrative leadership team on progress of the ORS.

- Initiate and expand ORS collaboration with national initiatives (NETI, DHE, NMI, ISCs, ODMAP, ADAPT) to include real-time exchange of information and increased access to data/intelligence.
- Coordinate for the ORS Committee with other HDC Committees (PMP, Intelligence, Parcel, National Initiatives) on issues relating to ORS (Proper classification/declassification of Law Enforcement Sensitive documents; joint projects, performance management, Parcel Interdiction Project).
- Coordinate with the CDCF ORS training/technical lead with ongoing monthly training for ORS teams.
- Coordinate with Public Health leads on regional meetings, both internal (ORS) and external partners of ORS teams.
- Coordinate and manage contract performance of Public Safety Policy Analysis.
- Coordinate with the Public Health leads on the strategy sessions with the state HIDTA/Public Health partners for the PHA buildout.

**Knowledge, Skills and Abilities:**

- Must meet requirements for HIDTA security clearance.
- Work effectively in an interagency environment with Federal, state, local, and tribal law enforcement.
- Possess excellent written and verbal communications skills.
- Possess advanced critical thinking skills and decision-making abilities.
- Exercise sound judgment to carry out activities independently within guidelines.
- Exercise strong interpersonal skills and the ability to work well in a team environment.

**Education/Experience:**

- Bachelor's degree or equivalent experience in intelligence, law enforcement, and/or public health fields.
- Preference will be given to those with bachelor's degree and experience in intelligence, law enforcement, and/or public health fields.

**Compensation:**

This is a contract position renewable yearly based upon performance and program continuation. The amount of the contract is an amount equal to the Federal General Schedule for a GS-14, step one at the 2021 rate for the locality where the incumbent is hired, plus 30% in lieu of fringe benefits.

This position is Federally funded, but the selected candidates will not be considered a Federal, state, or local agency employee for employment purposes. Healthcare and retirement benefits are not provided, and no taxes are withheld.

**Application Process:**

Submissions should include: an application letter; resume specifically addressing the items within this announcement; the names, addresses, and telephone numbers of three references; and a writing sample. Applications must be submitted by email to Jackie Serra at [jxserra@nhac.org](mailto:jxserra@nhac.org).

**Deadline to Apply:**

Applications must be submitted by Friday, December 10, 2021. Applicants will be screened and only the most qualified candidates will be interviewed.